



# School Policy Agreement

The Down Home Music School strives to encourage and develop our students' skills in the most enjoyable way possible. To assist us in this, please take a moment to read through and sign this policy agreement.

## PAYMENTS

- › Single, non-recurring lessons are \$30 per half hour. For a five-week recurring lesson commitment to the same time and teacher, tuition is \$135 for 5 weeks, or \$27 per half hour. Discounts are given for households enrolled in 3 or more private lesson slots.
- › **Payment is due upon registration.** Payments may be made by phone or in person via cash, check, or card, or automated billing via credit card. All tuition payments per household go into a single family account; the cost of each lesson is then deducted every week. You must start within 2 weeks of registering.
- › **For subsequent sessions, payment is due on the day of your last paid lesson to retain your spot.** There is a 6-day grace period, after which you will be charged a **\$3 late fee per overdue lesson.** Lessons are continuous; we assume a student, once enrolled, will be taking more than 5 lessons. As a courtesy to our instructors and others who may be waiting for an available time slot, **please notify us if you do not plan to continue** so we can make the time slot available to other students.

## ATTENDANCE

- › We track attendance through our sign-in sheets. **Please sign in upon arrival!** Once you have signed in, you can wait for your lesson upstairs in our waiting room.
- › Regular attendance at your designated time is expected. **Students who arrive late cannot be guaranteed a full lesson.**

## ABSENCES & CANCELLATIONS

- › **24-hour notice is required for all absences.** Please notify the administrator of all absences by phone or email. **Students who do not give advance notice will be charged for the missed lesson** with no option to reschedule.
- › Students who make a 5-week commitment to a specific lesson day and time are paying for an instructor to reserve a spot in their schedule for them for those 5 weeks. Refunds will not be given for any missed lessons in your session, but with at enough advance notice, you may arrange a make-up lesson for another day or time within **30 days before or after the missed lesson.** Make-up options are strictly based on the instructor's availability; the more advance notice given, the more options there are to reschedule. **Missed or canceled make-ups will not be rescheduled.**
- › **No refunds or make-ups will be given for missed group classes.**
- › Instructors are required to excuse, reschedule, or arrange a substitute for any lesson they themselves cancel. **If lessons are canceled because of weather, you will be contacted by phone and email as soon as possible.**
- › There are no classes on the following federal holidays: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.**

For any questions, or to enroll, transfer, or drop classes, please call 815 469 6321 or email [molly@downhomeguitars.com](mailto:molly@downhomeguitars.com).



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**Agreement:** I have read and agreed to the Down Home Music School policies.

Student Name: \_\_\_\_\_

Student / Guardian Signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_