

Payment/Cancellation Policies

Payment

Cash is preferred; however I will also accept checks. Please make checks payable to *Rose Marie Senary*. Please be advised that an additional \$25 fee will apply for any returned checks. Lessons are billed and **paid in advance** on a monthly basis. Payment is due on the **last** lesson of each month for the **following month's lessons**. All new students will be charged at the time of enrollment for the number of lessons they will be taking in the current month. Late payments may be assessed a \$10 late fee.

Student Cancellation Policy

Cancellations require 24 hours notice for all non-emergency/non-medical reasons. If the student is sick, please notify Ms. Senary by 10:00 am on the morning of his/her lesson to cancel.

Note: all "excused" cancelled lessons require a make-up lesson (see below).

Advance Notice Cancellations

Lessons may be excused if Ms. Senary is notified in writing by the 21st of the previous month.

This policy is to facilitate vacations, holidays, upcoming events, etc. These lessons do not require make-ups.

Holidays

Lessons will not be held on the following holidays:

Easter, Memorial Day, 4th of July, Veterans Day, Thanksgiving, Dec 25 – Jan 1 (Christmas/New Year's).

Lessons will not be billed for these days. Please note that lessons will be held on all other holidays, which may differ from the student's regular school schedule. If your lesson falls on one of these holidays you may speak with Ms. Senary about scheduling an alternate lesson day for that week.

Excused/Unexcused Lessons

In order for a lesson to be "excused," a valid emergency/medical reason is required. Excused lessons require a make-up lesson, *which must be scheduled within 30 days of the cancellation*, regardless of the reason. No refunds or credits will be given.

Examples of "unexcused" lessons include but are not limited to:

- Forgetting to show up for a lesson
- Forgetting instrument at home
- Traffic delays

Unexcused lessons will not be made up or refunded.

Teacher Cancellation Policy*

Teacher cancellations follow the same policy as student cancellations. In the event that I must cancel a lesson, I will promptly reschedule the lesson with the student for a day and time that is convenient for us both.

I have read and agree to the terms of this policy

Signature

Date

*Please be aware that I am an actively performing musician. As with any entertainment industry, performances, jobs, gigs, recording sessions, etc. may arise periodically at a moments notice. With this in mind, I will strive to inform you of any changes at the earliest opportunity and avoid as many inconveniences as possible.