

## Tamara Martella Music Studio Policy 2017/18 Contract Agreement



Please read the following policies. This is a contract of agreement.  
Please sign and return in person or by email.

### **Policy #1 : Teaching Schedule**

The Tamara Martella Music Studio is open all year round.

- Students come once a week to their lesson time.
- Make sure you arrive on time for your lesson. If arriving late to lesson, student will be taught remainder of time and not the full scheduled lesson.
- If for any reason The Tamara Martella Studio is closed due to illness, you will receive a call or text and the lesson will be made up at the end of the term.

### **Policy #2 : Payment**

Payment options: e-transfer, cheque, cash

Lesson cost: 30 minutes \$30.00 , 60 minutes \$55.00

Mobile lesson in students home: \$60.00

- Invoices will be sent before the first of the month.
- Lessons invoices must be paid in full on or before the 1st day of each month.
- NSF Cheques \$25 charge
- LATE FEE \$10 ( will be added to next invoice )
- Absolutely NO REFUNDS ON LESSONS

### **Policy #3 : Missed Lessons**

Please indicate prior to the next lesson month if you will not be able to make a lesson in a given month. If lesson has to be cancelled, there will be no makeup lessons.

- 24-hour advance notice is required to cancel lesson. Cancelled lesson is considered taught, no makeup lesson.
- Text or call 250-713-1812.

- One makeup lesson per term is allowed due to illness.

\*\*\*When student is sick please call as soon as you can.

- Makeup lesson will be taught at the end of each term.

Terms are: September –January, February – June, July-August

### **Policy #4 : Discontinuation of lessons**

- requirement of 1 month's notice.

I have read the policies of The Tamara Martella Music Studio. I understand the policies and will abide by them.

Student/Guardian Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Signature and Date \_\_\_\_\_

