

# Burrows Guitar Academy

## Private Lesson Policies

**Registration:** All students who register online get a free introductory lesson. After that, the first month (perhaps pro-rated) and the \$25 registration fee will be due before the next lesson. This fee covers the cost of the recital and other materials. The time slot agreed upon at the free introductory lesson should be considered the only lesson time available for you. There should be no expectation to move an agreed upon lesson time, however if a student needs to make a change, they can be added to the waiting list.

**Payment of Fees:** Your monthly tuition must be paid by **automatic bank account debit or automatic credit card payment via Stripe on My Music Staff**. Tuition will be debited from your bank account on the 1<sup>st</sup> day of each month. Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. Late payments are subject to a \$25 late fee. If you do not have a debit or credit card, please let me know and we can make specific arrangements.

**Withdrawal and Refunds:** There is a two-month minimum for all new students. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone, email or text. All automatic bank debiting or credit card charges will stop after the one-month notice period. Burrows Guitar Academy reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

**Missed Lessons:** Instead of doing makeup lessons, I will credit the student account **\$20.00 for the next month lessons**. A student is eligible for the ONE MONTHLY credit when we have to cancel due to student illness, vacation, etc. A student is *not eligible* for credit if the instructor is given less than 12 hours notice of cancellation. A student is given UNLIMITED credits when the instructor is absent. There are NO refunds available.

We do take the following weeks off for holidays: Thanksgiving Week, Two Weeks for Christmas, Spring Break. The tuition is still the same as these breaks are reflected in the monthly price of the lessons.

**Summer Break:** We take a break every summer (June-August) from Private Lessons and focus on Group Lessons and focus on learning songs and jamming with others. These lessons are a reduced rate to the private lessons.

**Injuries:** Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from any activity conducted by the students before, during or after class time.

**Photo Release:** The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_