



Kayla's Keys Lesson Policy

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PAYMENT

- The parent or adult student will be charged \$19 for each 30-minute lesson spot.
- Monthly pre-payment via cash, check, PayPal, or Venmo must be received by the first lesson of each month. An invoice via MyMusicStaff will be sent every month that shows the amount due.
- The parent or adult student is responsible for reimbursing the cost of any lesson materials provided by the instructor.
- Late payments may be subject to a late fee.

ATTENDANCE

- Lessons will be held once a week. Students are expected to be present and prepared for each lesson.
 - Fees may apply if a student is consistently unprepared for lessons. This includes but is not limited to little or no practice or not bringing lesson books and materials.
- Absences will be allowed with no charge when the instructor is notified at least 48 hours in advance.
 - Any absence with less than a 48-hour notice will be charged the full lesson fee. Exceptions may be made but are not guaranteed. The final call will be determined by the instructor.
 - The instructor may impose limits on the number of allowed absences, even with 48-hour notice, if deemed necessary.
- Lesson spots may be held for extended absences if payments continue to be made.
- The parent or student will not be charged for any absences initiated by the instructor.

DISCONTINUATION

- If the parent or student shall decide to discontinue lessons, a 30-day notice and payment for one more month of lessons is required. No refunds will be given for any pre-paid lessons if lessons are discontinued.

This policy is subject to change as needed.

I understand and agree to follow this lesson policy of Kayla's Keys.

PARENT OR ADULT STUDENT SIGNATURE

PARENT OR ADULT STUDENT PRINTED NAME

DATE