



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. A rate increase can be expected every year in June to account for the rise in cost-of-living expenses.
- Monthly pre-payment via cash, check, PayPal, or Venmo must be received by the first lesson of each month. An invoice via My Music Staff will be sent every month that shows the amount due.
- Payment for at least six lessons over the summer months (June-August) is required to ensure a spot in the schedule for the following school year.
- 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 at the instructor's discretion but are not guaranteed.
 - The instructor may impose limits on the number of allowed absences, even with 48-hour notice, if deemed necessary.
- No-shows (i.e. missing a scheduled lesson without prior notice) will be charged an additional fee on top of the lesson fee. For families that have multiple lesson slots back-to-back, all lessons that day will be forfeited.
- If a student is tardy by fifteen or more minutes, the lesson will be forfeited and treated as a no-show.
- 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 lessons within that period is required. No refunds will be given for any pre-paid lessons if lessons are discontinued.
- The instructor reserves the right to dismiss a student from the studio in certain circumstances, which include but are not limited to failure to pay, excessive absences, lack of practice, destruction of property, and uncooperative behavior.

This policy is subject to change as needed.

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

PARENT/GUARDIAN OR ADULT STUDENT SIGNATURE

PARENT/GUARDIAN OR ADULT STUDENT PRINTED NAME

DATE