



## Lesson Policy

### **PAYMENT INFORMATION:**

Lesson payments are due the last week of each month for the following month. The cost for in-studio guitar lessons with Robert Gallagher is \$100 per month. One month is equal to 4 half hour lessons.

### **CANCELLATIONS:**

A 24 hour notice is required to cancel your scheduled lesson. Understand that when you schedule a lesson day and time with me, I arrange my life around that lesson. What you are paying for, is for me to have set that time aside for you. If you cancel on short notice, that time is still set aside for you and I ask that you compensate me for my time. About 25% of my students do not show up for lessons in a given week. The reasons for these shifts in schedule are all understandable, whether it is a case of illness, a sick child that needs tending, a hectic day at work, a migraine headache or other last minute conflict. Nevertheless, I simply cannot afford to go without payment for these missed lessons, irrespective of the reason. Thank you for your complete understanding.

### **CANCELLATION BY INSTRUCTOR:**

If I have to miss a lesson due to an emergency, I will notify you as soon as possible and a make-up lesson will be scheduled.

### **MAKE-UP LESSONS:**

Each student is allowed 1 make-up lesson per quarter, when a 24 hour notice is provided. Make-up lessons will not carry over into the next quarter. Please see the attached calendar to view the yellow highlighted dates. These days are reserved only for potential make-up lessons. Normal scheduled lesson times **WILL NOT** be taught on these days. Students that cancel outside the 24 hour window as well as those who miss a lesson without calling will forfeit that lesson. Therefore, no make-up lesson will be scheduled and no credit will be issued.

### **LATE FOR YOUR LESSON:**

Students who are more than 5 minutes late for their lesson will not get the full 30 or 60 minutes. All lessons are scheduled back to back. Your lesson will end when it is time for the next student's lesson to begin. If your lesson starts late because my schedule is running behind, you will get your full 30 / 60 minutes.

### **HOLIDAY LESSONS:**

Lessons that fall on a holiday will be made up on one of the yellow highlighted days within the quarter that the holiday falls. Please see the attached calendar to view the pink highlighted holidays that the studio will be closed:

- New Years Eve
- New Years Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Thank you for your cooperation, dedication and hard work!

- Robert Gallagher

**I have read carefully, understand fully and agree to the above Lesson Policy.**

\_\_\_\_\_  
Student and or Parent / Legal Guardian Signature

\_\_\_\_\_  
Date