



In-Studio Guitar Lesson Policy

TUITION INFORMATION:

Monthly lesson tuition is paid for in advance. This guarantees the selected time slot is reserved for you. One month is equal to 4 lessons. **Payment is due by the 25th of each month for the following month.** (Example: June's lessons are paid for by May 25th). All students paying after the 25th of each month will be charged single lesson rates. There is a \$35 fee for returned checks.

CANCELLATIONS BY STUDENT:

Payment is required for all cancellations regardless of the reason. No refunds or credits are given for missed lessons. Your payment ensures that your time slot is reserved for the month. Cancelling your week's lesson does not allow for the use of that time by a new student. If a minimum of 24 hours notice is given, a make-up lesson **may** be scheduled. *Please see MAKE-UP LESSONS below.* No-call-no-show students forfeit that lesson and will not be rescheduled or refunded, no exceptions.

MAKE-UP LESSONS:

When a minimum of 24 hours notice is provided and **if** space becomes available, **each student is allowed 1 make-up lesson per quarter.** Make-up lessons will not carry over into the next quarter. Due to demand, all requests for make-up lessons cannot be honored. Students that cancel outside the 24 hour window as well as those who miss a make-up lesson without calling, will forfeit that lesson. Therefore, the make-up lesson will not be rescheduled and no refund or credit will be issued. *There is more flexibility with make-up lessons between June 1st and August 31st.*

CANCELLATION BY INSTRUCTOR:

If Robert needs to cancel a lesson due to an emergency, you will be notified as soon as possible. A make-up lesson will be scheduled.

PLEASE BE ON TIME FOR YOUR LESSON:

Students who are late for their lesson will not get their full 30 or 60 minutes. All lessons are scheduled back to back, so your lesson will end when it is time for the next student's lesson to begin. If lessons start late because Robert's schedule is running behind, students **will** get their full 30 or 60 minutes.

SCHOOL BREAKS, HOLIDAYS & VACATIONS | STUDENTS TAKING THE SUMMER OFF:

Lessons will continue as scheduled during school breaks, holidays and vacations. *Please see HOLIDAY LESSONS below when the studio is closed.* If students decide to take the summer off from lessons, they must pay for those absent months if they wish to keep their current time slot for the Fall. Otherwise, a new lesson day/time may need to be determined. A two week courtesy notice is required in writing to discontinue lessons. *Please see DISCONTINUING LESSONS below.*

DISCONTINUING LESSONS:

Lesson tuition is on a monthly basis. If you wish to discontinue lessons with Gallagher's Music, LLC, you may do so at any time but we will not reimburse any tuition fees if lessons are stopped during the month. A two week courtesy notice is required in writing to discontinue lessons to avoid any additional tuition fees being charged to you. You are responsible to pay for any and all lessons, on a monthly basis, whether you attend lessons or not, as long as you remain on the schedule.

HOLIDAY LESSONS:

Lessons that fall on a holiday will be made up contingent upon the schedule. Below are the 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

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