

KIRK ARNOLD STUDIOS  
INSTRUCTOR / STUDENT AGREEMENT POLICIES  
**2010 – PLEASE READ CAREFULLY AND KEEP FOR YOUR RECORDS**

- Lessons for **ALL STUDENTS** will be paid in advance on the last lesson day of each month for the following month.  
Payment can be made by check, cash, or online @ [www.kirkarnoldstudios.com](http://www.kirkarnoldstudios.com)  
All payment dates are listed on the calendar enclosed, so there should be no confusion about when payment is due.  
**IF YOU ARE ABSENT ON A DAY WHEN PAYMENT IS DUE, IT IS STILL YOUR RESPONSIBILITY TO GET THE PAYMENT TO ME IN A TIMELY MANNER. PLEASE PAY THE WEEK BEFORE, PAY ONLINE OR MAIL THE PAYMENT. IF PAYMENT IS NOT RECEIVED WITHIN 7 DAYS OF THE DUE DATE, A \$20.00 LATE FEE WILL BE ASSESSED.**
- If you are consistently late with payments, you may be asked to discontinue lessons.
- There will be a \$30.00 Returned Check Service Charge.
- Each student will be offered a minimum of 45 lessons per calendar year.  
For students starting lessons after January 2010, the number of lessons will be pro-rated based on your scheduled lesson day and the calendar enclosed in your student packet. The monthly flat rate will still apply (*pro-rated as well, if starting lessons in the middle of the month*).

The monthly Flat Rates are:

Weekly 30 Minute Sessions:   \$84.00  
Weekly 45 Minute Sessions:   \$126.00  
Weekly 1 Hour Sessions:       \$168.00

If you wish to pay by the quarter, the rates are:

Weekly 30 Minute Sessions:   \$252.00  
Weekly 45 Minute Sessions:   \$378.00  
Weekly 1 Hour Sessions:       \$504.00

**THERE ARE NO REFUNDS OR CREDIT ON LESSON PAYMENTS**

- **Please respect the 30 Day Cancellation Policy when discontinuing lessons. Notification is to be given on the payment date for your final month. (NOT YOUR LAST LESSON) This will give me ample time to fill your lesson slot with a new student.**
- If I need to cancel a lesson due to unforeseen circumstances, your lesson will be rescheduled to a time that is convenient to both student and instructor.
- **MAKE-UPS WILL NOT BE GIVEN FOR NO-SHOWS AND THAT LESSON WILL BE FORFEITED.**  
**Chronic no-shows and last minute cancellations** will result in your lesson time being filled by another student on my waiting list. 24 hour notice is expected whenever possible. If a late cancellation notice makes me unable to use your time slot for someone else who needs a makeup, you may not receive one either.
- In order to be considered for a make-up, you must submit an **Absence Notification Form** provided in your student packet. You will be limited to 6 student cancellation make-up lessons per calendar year. You will **NOT** receive a make-up unless I have an **Absence Notification Form** for the missed lesson. Make-up lessons will be given on the days hi-lighted in yellow on the calendar and also during other student's cancellation times.
- Please be prompt for your lessons. This will assure you receive your fully allotted time segment.