



KIRK ARNOLD STUDIOS
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Dear Students and Parents/Guardians,

January, 2012

I would like to thank you for choosing Kirk Arnold Studios for your musical education and growth. I enjoy my career and find it very rewarding. It is my objective to instill a sense of pride and enthusiasm during this learning process, and for all to be happy with the quality of lessons.

Despite my enthusiasm and my credentials, I have at times experienced great financial hardships due to inconsistency in prompt Lesson Payments. Guidelines have been established concerning lesson payment and fees, cancellation policies and lesson attendance. Please understand that in 2012 late fees will be strictly enforced. I expect full cooperation from students and parents/guardians. Progress can only be made if the student, parents/guardians and teacher share mutual respect and take the lesson commitment seriously.

For the year of 2012 I will continue to use a Flat Rate Payment plan. I think this is a more efficient method of payment that also assists in your household budgeting.

Cancellation policies as well as lesson fees are explained in detail in your Instructor/Student Agreement Policy sheet enclosed in your Student Packet. (*see below*)

If you have any questions or concerns about your learning experience or payment schedule, please do not hesitate to contact me.

Each student will receive a Student Packet containing the following:

This cover letter

The 2012 Instructor/Student Agreement Policies

The 2012 Student Information/Policy Agreement Signature sheet

The 2012 Master Calendar

The 2012 Important Dates Sheet for easy reference

The 2012 Student Referral Sheet

**Additional copies of these documents are available on the website*

Please read through these materials carefully and return a signed copy of the 2012 Student Information/Policy Agreement Signature sheet within 1 week.

Thank you again for choosing Kirk Arnold Studios. Your support and cooperation is very much appreciated. I look forward to another year of musical growth.

Very Sincerely Yours,

Kirk A. Arnold

Kirk A. Arnold, Instructor

