

KIRK ARNOLD STUDIOS
2012 INSTRUCTOR / STUDENT AGREEMENT POLICIES
PLEASE READ CAREFULLY AND KEEP FOR YOUR RECORDS

- Lessons for **ALL STUDENTS** will be paid in advance on the last regularly scheduled lesson day of each month for the following month.
Payment can be made in cash (*Preferred*), by check or online @ www.kirkarnoldstudios.com
All payment dates are listed on the calendar and Important Dates Sheet enclosed, so there should be no confusion about when payment is due.
- **IF YOU ARE ABSENT ON THE DAY WHEN PAYMENT IS DUE, IT IS STILL YOUR RESPONSIBILITY TO GET THE PAYMENT TO ME IN A TIMELY MANNER. IF YOU KNOW IN ADVANCE YOU WILL BE ABSENT, PLEASE MAKE ARRANGEMENTS TO MAKE PAYMENT BEFORE THE DUE DATE. FOR ALL ABSENCES, IF PAYMENT IS NOT RECEIVED WITHIN 7 DAYS OF THE DUE DATE, A \$10 LATE FEE PER WEEK WILL BE ASSESSED.**
- **Payment reminders will be distributed on the week before payment is due. If you would like to receive a payment reminder via email please indicate on the Student Information/Policy Agreement Signature sheet**
- **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 guaranteed 45 lessons per calendar year. Some months you may receive as many as 5 lessons but never less than 3 lessons. Please refer to the calendar and Important Dates sheet provided in your student packet for payment due dates.
- **For** students starting lessons after January 2012, the number of lessons will be pro-rated based on your regularly 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:	If you wish to pay by the quarter, the rates are:
30 Minute Lessons: \$84.00	30 Minute Lessons: \$252.00
45 Minute Lessons: \$126.00	45 Minute Lessons: \$378.00
1 Hour Lessons: \$168.00	1 Hour Lessons: \$504.00

THERE ARE NO REFUNDS OR CREDIT ON LESSON PAYMENTS

- ***If you wish to continue lessons after a 1 month trial period; 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.**
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
Chronic no-shows and last minute cancellations will result in your lesson time being filled by another student on my waiting list.
- **Please** check your Calendar and Important Dates sheet provided in your student packet regarding dates set aside for Make-Up lessons.
- **Additional** Make-Up times may be available upon request at a time that is convenient to both student and instructor.
- **Please** be prompt for your lessons. This will assure you receive your fully allotted time segment.