

The Trumpet Studio of Scott Dickinson

Policies and Procedures:

1. Effective June 1, 2012: All payment for lessons for each month must be received in full by the 7th of the month OR at the beginning of the first lesson of the month, whichever comes first. Failure to comply with this payment policy will result in an additional \$10 fee added to the following months bill.

Please send payment to: Mr. Scott Dickinson
 2111 N. Hiatus Road
 Pembroke Pines, Florida 33026

2. Cancellations:
 - A. If a lesson needs to be cancelled, including request to reschedule, by the student it must be cancelled or requested to be rescheduled a full 48 hours in advance to receive a refund. If a lesson is cancelled or requested to be rescheduled less than 48 hours in advance, payment for the lesson **will not be refunded**. The lesson may be rescheduled based on the instructor's availability.
 - B. If a lesson is cancelled by the student with greater than 48 hours' notice, and the instructor and student are not able to find a suitable make-up lesson time, a refund will be issued.
 - C. The instructor may cancel the lesson at any time with any notice. A full refund will be given. A lesson may be rescheduled based on the instructor's availability.
3. Arrival and Departure:
 - A. Lessons are to begin promptly at the agreed scheduled time. If a student is late, no matter how late the arrival may be, the lesson will end at the designated time and the cost of the lesson will remain the same. For example, if the lesson is to begin at 5pm and end at 6pm but the student does not arrive until 5:30pm, the lesson will still end at 6pm and the student will be charged in full.
 - B. Students dependent on transportation are to be picked-up promptly at the end of the lesson. A \$5 fee will be charged for every 10 minutes the student's transportation is late.

I have read the above policies and agree to abide by them.

Print Name _____

Signed _____ Date _____