

STUDIO POLICIES- Winter 2020

TUITION

Tuition is payable in one lump sum at the start of the course. To secure your participation please make your payment by check no later than **Friday, January 3rd**. Payment received in full by this date qualifies for the early bird rate. Checks can be made out to Colleen Jennings and sent to my home address which I will provide.

Payment made after this date should be through Pay Pal via my website: <https://colleenjennings.com/chamber-music-class> Receipt of tuition is considered your contract to stay in the course.

Early bird discount: \$450
Full fee: \$470

ATTENDANCE

It is very important that you carefully consider your schedule before committing to the class. I expect students to attend every coaching and to arrive in a timely manner. An absence or repeated tardiness by one member greatly effects the whole group and the overall effectiveness of the class. If you know at the start of the course that there is a date you are not going to be able to attend please contact me asap to see if we can reschedule. Once the course is underway I will not be able to accommodate absences.

CANCELLATION & SNOW DAYS

I do not offer make up lessons as a rule. In cases of emergency or illness please get in touch with me asap and no later than 24hours in advance of the meeting time. If possible I will try to find another time for your group. If this is not possible the session will proceed without you and is forfeit for you.

Lessons canceled by me for emergency or illness will be rescheduled if possible. If not possible I will refund for the session missed.

In the case of inclement weather and school-declared snow days, most students are still able to attend their lessons. If, however, you feel it is too dangerous to drive, please call me to see if we can arrange another time.