

Student Policy/Registration Form-Elizabeth Witt Piano Teaching Studio

Thank you for your interest in piano lessons. All lessons are run according to the following policies. Please read it over, fill out and sign. Bring it to the first lesson.

1. Lessons are to be paid monthly and in advance. Students bring their check or cash payment to the first lesson of each month. Make checks out to Elizabeth Witt. Parents should mail the check if the first week is missed, send to me at 7475 Swadley St., Arvada CO 80005. There is a late payment fee of \$5.00 per student for payments not received before the 15th of the month. No fee the first time, reminder given.
2. Tuition is based on the 9-month period from Sept.-May with vacation weeks in December/January (2) and Spring (1). The student or parent will make 9 payments of \$_____ and will receive 36 lessons during the 9-month period. Tuition remains the same regardless of the number of weeks or lessons in the month. **The months with 5 weeks in them balance out the vacation weeks.** (Mon. & Thurs. lessons may need an adjustment in some years.)
3. **Make-up lessons**. Although the student is expected to pay for all missed lessons, make-ups are available. 24 hr. advance notice is required except in the case of sudden illness, severe weather or emergencies. Make-ups are not given for no-shows. The tuition check should not be changed as payment is expected whether or not a lesson is ever made up by the student. Make-ups must be taken within one month of the missed lesson.
4. If a lesson is **missed by the teacher** due to illness, unexpected travel or emergencies then a make-up may be requested. If it is impossible to schedule then the student will receive credit in the amount of \$_____ per lesson.
5. One month notice should be given if the student must discontinue lessons. No refunds of tuition are given if the student discontinues in the middle of the month or year.
6. Summer lessons. Tuition is figured on a per lesson basis during this time, with the Student's and teacher's vacations taken into account. It is recommended that the student take a minimum of 7 lessons during the summer months to continue progress.
7. If an entire summer of lessons is missed a \$44.00 reservation fee must be paid in order to hold your time slot, this is due at the end of May. Your time slot is not guaranteed unless this fee is paid. Students are expected to return by the first week of Sept., those returning later than this must still pay the entire Sept. tuition and should understand that their previous lesson time may no longer be available.

“I have read over and agree to the terms of this policy. It will remain in effect for as long as I am or my child is taking lessons. I have received a copy.”

Parent's/Student's signature:

Teacher's signature:

Date:

Student's name:

E-mail:

Address:

Phone: