



8940 N. Westland Dr.  
Gaithersburg, MD 20877  
301-948-7273

## **Lesson Policy**

**Billing:** All lessons are **billed monthly** and payment is required by the first lesson of the month **for the month**. We require a **valid credit card/bank info** on file at all times. **If lessons are not paid in full by the end of the month, we will automatically collect payment for any unpaid lesson charges.** Forty-Five (45) minute lessons are \$45.00 per lesson and thirty (30) minute lessons are \$35.00 per lesson. Lesson tuition is non-refundable. A late fee of \$15.00 will be added to any unpaid lessons from the previous month.

**Scheduling:** The lesson time and day will remain the same each week. If day and/or time need to be changed, please logon to [www.teacherzone.com](http://www.teacherzone.com) for more information.

**Attendance & Cancellations:** **Students are expected to attend their lesson each week.** Cancellations/Reschedule requests must be made **24 hours in advance**. Make ups are offered as a courtesy and not an obligation on the teachers' part. **If a makeup lesson cannot be rescheduled then payment is still required.** Lessons cancelled within 24 hours of the scheduled lesson time or no call/no show, cannot be rescheduled and payment is required. Make up lessons must be taken within 1 month of missing the rescheduled lesson. Late arrival to scheduled lesson may result in loss of valuable instruction time.

**Annual Store Holidays – Store closed, no lessons, unless teacher reschedules**

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas

**School Breaks-Store open, lessons on as scheduled, unless teacher/student reschedules/cancels**

Thanksgiving Break, Winter Break, Spring Break, Summer Break

**Other Excused Absences**

Concert (the student is playing publicly), Illness (student/parent), Emergency (transportation/traffic issues)

**All other absences are UNEXCUSED and payment is required.**

**Permanent Termination/Default Policy:** This policy will remain in effect until lessons are terminated permanently. If you are more than 1 month behind in tuition payments or the student has missed their 3<sup>rd</sup> unexcused lesson in a row, your account will go into default. Once in default, lessons will be terminated permanently and payment is still required.