

Melissa Barrios
VIOLIN LESSON POLICY

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Fees: Each 15-minute lesson is \$15.00 and each 30-minute lesson is \$30.00. Payments are done on a monthly-basis and are due in full on the last Saturday prior to the succeeding month's lessons. All the monthly lesson charges need to be paid in advance to receive lessons. Any late payments will incur an additional \$15.00 charge and any returned or bounced check will incur an extra \$30.00 penalty fee.

Payment Methods: Acceptable forms of payments are cash, checks, credit card (Square: manually-entered transaction: amount + 3.5% + .15 USD and swiped transaction: amount + 2.75%) or online payments, i.e., Venmo and PayPal (+2.9% + .30 USD). My PayPal account is <https://www.paypal.me/atienzamb>.

Attendance: Each one-on-one lesson is thirty minutes long and is held once a week (Saturdays only). Once scheduled for the month, students are financially obligated for those lessons. Please arrive at least 5 minutes before the scheduled lesson time to warm-up. If a student is running late, please call or text beforehand. Late arrivals will only receive the remainder of the lesson time that day.

Materials: Please bring your instrument, a binder and the necessary books for each lesson.

Homework: Students will be given homework and are expected to practice every day.

Rescheduling: Please give at least a 24-hour notice to request a change of lesson time. The rescheduling cannot be guaranteed and will vary on teacher's availability. When rescheduling is not possible for any reason, it will be treated as a cancellation.

Cancellations: Please provide at least a 24-hour notice for cancellations. If a lesson is properly cancelled, your payment will be rolled over to the next month's lesson. There will be no refund for "no shows" - for cancellations made less than 24-hours of the lesson time will still be considered a paid lesson unless the student is sick or there is a family emergency.

Teacher Availability and Absence: The teacher is available to responding calls and messages between 8:00 a.m. and 8:30 p.m. Any lesson cancelled by the teacher will be rescheduled on an agreed time at no extra fee. If no agreed time is made, a full credit of the cancelled lesson will be issued towards the next month's lesson.

Termination of Lessons: Please provide a two-week notice for termination of lessons.

Student's Full Name and Signature: _____ Date: _____

If minor, birthdate: _____ School: _____

Lesson time: _____ Start date: _____ Length of Lesson: _____

Parent/Guardian's Full Name and relationship to student: _____

Contact details (email, mobile, home number): _____

Parent/Guardian's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____