

## Music Lessons at the Portage

[musiclessons.nathan-russell.com](http://musiclessons.nathan-russell.com)

Jan. 2010

### Lesson Policies

**Lesson Fees:** Lesson fees are \$16 per ½ hour lesson, payable by the month. Lesson fees are subject to change with a minimum of 1 month of advance, written notice. Lesson fees for the entire month, with or without credited lessons, are due at the time of the first lesson of every month. Teachers reserve the right to refuse a lesson without payment.

**Lesson Times:** Each student will be assigned a weekly lesson time that is theirs, e.g. Mondays @ 3pm. Lessons are available for scheduling in ½ hour and 1 hour increments. Students will be expected at their scheduled lesson time unless arrangements have been otherwise made at least **24 hours** prior to the scheduled lesson time (see Cancellations).

**Cancellations:** Lesson cancellations should be made at least **24 hours** prior to your scheduled lesson time. Make-up lessons will be encouraged if conflicts arise with your assigned lesson time. If a make-up lesson cannot be arranged and 24 or more hours of notice has been given for a cancellation, one lesson will be credited to the next month of lessons. Lessons cancelled inside of 24 hours or lesson no-shows are not refundable and are not guaranteed a make-up lesson.

**Planned Absences:** Monthly lesson fees can be adjusted accordingly on each individual basis for planned absences. Please alert the instructor as far in advance as possible of any planned absences including family vacations, trips, camps, other activities, etc.

**Bad Weather and Other Closures:** Instructors will contact students directly if there will be lesson cancellations due to bad weather or other unforeseen circumstances. Closures and lesson cancellations will be handled on a case-by-case basis. We do not follow the public school closure schedule in cases of bad weather. In the event of bad weather or other circumstances that would prevent lessons from being given, if that lesson is already paid for then that lesson will be credited to the following month. Unpaid lessons that are cancelled by the instructor or studio due to bad weather or other circumstances will not be credited and will be skipped.