

Student Name: _____

Ken Florence Music Lessons

STUDIO POLICIES

Rates

Student's Home: \$50/half-hour, \$90/hour

Ken's Studio: \$40/half-hour, \$60/hour

Scheduling, Payment, and Cancellations

- Scheduling is done in 4-lesson packs. Payment for the entire pack is due on the first lesson of the pack.*
- Payment types accepted: Cash, check, Venmo, Paypal
- Music lessons are a standing appointment, taking place at the same pre-arranged time each week.*
- Makeup lessons are offered for cancellations made with at least 24 hours' notice. Lessons cancelled less than 24 hours before the scheduled lesson time (except in the event of an emergency or illness) will not be made up. You may of course choose to forego a makeup.
- Cancelled and missed lessons—even if a makeup is offered—are counted as one lesson within the 4-pack, with payment still due at the beginning of the next cycle. Typically, makeups will take place sometime other than the regular lesson time.
- If you are planning a trip, or simply need to take a break for any reason, just let me know at least one week prior to the trip/break and you will not be charged for the lessons missed during that period. If the trip/break falls in the middle of a 4-pack, the remaining lessons in that pack will take place when lessons resume. I will hold a student's time slot for up to 4 weeks. If for some reason the trip/break is longer than 4 weeks, I cannot guarantee that the same time slot will be available upon resumption of lessons.
- You may of course choose to discontinue lessons at any time. All lessons remaining in the 4-pack at the time of discontinuation are considered paid and will not be reimbursed if the student chooses not to attend them. You may of course finish out the lessons in the pack after choosing to discontinue.
- If you choose to discontinue taking lessons, letting me know as far in advance as possible is greatly appreciated!

I, _____, hereby acknowledge that I have read the aforelisted studio policies and agree to the terms and conditions set forth therein.

Student/Guardian Signature: _____ Date: _____

*Depending on the circumstance, I am sometimes able to make special accommodations. Please address all such requests with me before scheduling a lesson pack.