

## Lesson Policies

*Gretchen Brumwell Harp Studio*

### Schedule & Attendance:

- The lesson calendar includes 40 lessons in each year, from September 1 through the following August 31. Most weeks on the calendar are regular lesson weeks, with some designated as make-up weeks and other weeks/days designated as holiday breaks.
- ***During weeks/days designated as holiday breaks:*** I do not teach regularly scheduled lessons during holiday breaks but may be available for make-up lessons. Contact me personally to determine availability.
- ***During weeks designated as make-up weeks:*** Plan to attend lessons according to your normal lesson schedule, even if you have not missed a previous lesson. Sickness or schedule conflicts at some point are inevitable, and the built-in make-up weeks help us stay on track with the correct lesson count.
- ***During weeks designated as normal lesson weeks:*** If I (the instructor) need to miss a lesson, the lesson will be made up or refunded. [See payment information sheet for refund policy.] If you (the student) cannot come at your normally scheduled lesson time, I will try to find a make-up time, either by 1) finding another time during the same week, if practical for both of us, 2) by using your regular lesson time during a make-up week, or 3) by adding time to regularly-scheduled lessons. No refunds will be issued for lessons missed by students. I understand that schedules are difficult (mine included!) and try to be as flexible as possible with rescheduling and making up lessons.

### Registration & Payment:

- Students should expect to register for weekly lessons, based on the 40-lesson yearly calendar. In unusual circumstances and with my approval, other lesson plans are possible. If you believe your circumstance warrants an unusual lesson plan, talk to me about your situation and I will see if it is possible to accommodate your request.
- Lessons may start at any time in the year. An initial invoice will be issued for lessons during a student's first partial month, which must be pre-paid in full before the first lesson. After that, a recurring invoice will be sent for monthly tuition, due at the beginning of each month. Students/parents must sign up for an automatic, recurring payment option. See payment information sheet for more information.
- Once a student registers for lessons, lessons are ongoing until I am notified otherwise. (Lesson counts reset each September 1, but students do not need to re-register.) The lesson agreement may end or change at any time.
- With my approval, it is possible to take a break from lessons without ending our lesson agreement (extended travel or health issues are typical reasons for this.) Talk to me about your situation, and I can help you navigate the options for this.