

Studio Policy for Adults

The information stated below pertains to the School Session which occurs between September 1st and May 31st.

Lesson Scheduling

- A la carte lessons are scheduled by the client using the online scheduler. Scheduling can be done approximately three weeks in advance, but no earlier.
- Standard lessons have a minimum of four lessons per month.
 - There are three units during the school year. Fall unit: September, October, and November. Winter unit: December, January, and February. Spring unit: March, April, and May.
 - Each unit will be scheduled approximately one month in advance through the online scheduler.
 - Preferred time slots will be filled first. If a preferred lesson time occurs on a date or time that the studio is closed, a different lesson date and/or time will be sent.
- Reschedule lessons using the online scheduler at least an hour in advance.
- Missed lessons are forfeited and no refunds or credits given.
- Standard lessons (labeled school session lessons) expire on May 31st. No school session lessons will be given after this date. A la carte lessons do not expire.
- In the event of a teacher cancellation, rescheduling will be done at least an hour before the lesson time via the online scheduler. Email notification will be sent via the online scheduler.
- No refunds or credits will be given for a cancelled or missed lesson.

Online Scheduler

- Access to the online scheduler:
 - The email sent with suggested lesson times will have a link stating “view appointment details”. Click it and a new page will pop up with a button on the right labeled “Register for an Account”.
 - After registering, rescheduling can be accessed through the studio website under “Scheduling”. On the right, there is a link labeled “Log in”. After logging in, lesson times and dates will populate the screen.
 - Another option is to go to gfms.acuityscheduling.com. On the right will be a link labeled “Log in”. After logging in, lesson times and dates will populate the screen.
- Reschedule lessons by clicking on the lesson needing rescheduling. A calendar will appear with bold dates containing available times. Click on the preferred date and the available times will appear. Click on the preferred time and then click on reschedule.
- Email reminders will be sent approximately 18 hours before the lesson or performance class. If a reminder is not received, there is no lesson or performance class scheduled.

Payment Information

- A la carte lessons must be paid for online when scheduled.
- Standard lessons owe payment for the current month (prorated if necessary) at the first lesson. Payment for the next month is due at the last lesson of each month. Payment can be made using a credit card through PayPal. Recurring payments using a credit card is an option. Checks and cash are accepted at the lesson. Checks may be mailed to the studio. Payment after the 7th of the month is considered late and will be charged a \$30 late fee.
- All lessons are nonrefundable.

Rates Information

A la Carte – Schedule any number of lessons using the online scheduler. No permanent time slot.

Payment is expected when the lessons are scheduled.

- 30 minute lesson - \$50 (per lesson)
- 45 minute lesson - \$65 (per lesson)
- 60 minute lesson - \$85 (per lesson)

Standard – Four lessons every month scheduled by the studio. A permanent time slot is reserved.

There are many payment options available.

- 30 minute lesson - \$178 (per month)
- 45 minute lesson - \$244 (per month)
- 60 minute lesson - \$324 (per month)

Studio Policy Contract

I, _____, agree to abide by the information explained in this document.

I have chosen: _____ A la carte lessons.

_____ Standard lessons for _____ minutes at the price of \$_____ per month due at the last lesson of the month for the following month of lessons.

I understand that if payment is received after the 7th of the month, there will be a late fee of \$30 added to the bill.

(Signature)

(Date)

(Print Name)