



Sarafin Guitar

Program Policies and Fees

Calendar:

Our calendar follows the traditional schedule for the public schools in regards to major holidays. Lessons will not be held during the following Anchorage School District holidays: **Thanksgiving, Christmas, and Spring Break.**

Summer Policy:

During the summer months (June-August) there is *no charge for the month of August* provided that students continue into the fall semester. This allows both the teacher and students to enjoy the beautiful Alaskan summer with the occasional miss of a scheduled lesson time (it is still important to contact the teacher if you are not going to make a lesson).

Fees:

Monthly tuition fees for weekly lessons are **\$165/\$245** (30 minute/45 minute, weekly). Student membership entitles a student to a reserved and private time slot, typically 4 lessons per month. Additionally included are quarterly recordings of student progress, venue rentals for lessons and recitals, online resources and scheduling access. Months containing 5 lessons rather than the typical 4 will not require additional payment in order to serve as a balance for closure on major holidays, and occasional illnesses of the student. Student Payments are to be made for the month at the first lesson of the month.

It is possible to pay with a credit card or directly from a bank account for all services via Quickbooks Network. This can be accessed on your e-invoices.

Payments made after the 10th of the month accrue a \$15/25 late fee. Invoices for home school students will be available, but it is **your responsibility to cover payment** for lessons and to seek reimbursement from your school program.

Checks for all fees should be made out to Sarafin Guitar.

Scheduling and Make-Up Lessons:

Except in the case of a serious family emergency, lessons missed by students will not be made up. It is the responsibility of the parent or student to schedule other activities around the scheduled lesson times. This type of consistency is an essential element to the experience for the student.

However, it is possible to be included in a contact list that gives access to the studio's weekly schedule and the contact information of other students. This rescheduling is to be handled by the parents, and should be used only on occasion. Additionally, students may use the *****AVAILABLE***** times listed online (arrangements need to be made 24hrs+ before the earlier time involved) for reschedule. *Please contact me to insure that I have recorded the switch in my calendar!* Please notify as soon as possible if you will not be able to attend a lesson.

Lessons missed by the teacher other than for emergency will be made up on a Saturday afternoon convenient to all parties.

Termination of Lessons:

One month notice is required for ending studio membership, but please give as much notice as possible if you know you will not be continuing lessons. Reasons for teacher-initiated termination include: non-payment of tuition fees, habitually poor preparation for lessons, or excessive missed lessons without valid reasons or notification.



Student Information and Agreement Sheet

Name of student: _____

Birthday: _____

Name of Parent(s): _____

Address: _____

Telephone H: _____

Lesson Attending Parent Cell: _____

Alt: _____

E-mail: _____

By signing you agree to the terms of the Sarafin Guitar Studio policy.

Signature: _____