




Cancellation:

For any reason other than sudden illness, or extreme family emergency, and in consideration of me, I **must** be made aware of cancellation prior to noon the day of the lesson. Each case will be handled individually; however in general, if I am not made aware of the cancellation, you will be charged the full normal rate.

- Where **no** notification is given, (i.e. the student does not show up for a scheduled lesson) the lesson shall be charged at the full rate, and **is not** eligible for a makeup lesson.
- More than 4 of such events may result in the release of the student, with no refund given for paid lessons.
- Cancelled lessons that are not made up within the same 4 month semester period **are not** eligible to be made up in subsequent semesters. No more than 2 lessons will be eligible for make up so check your schedule **now**.
-  I will credit up to 1 lesson fee that I cancel where we cannot come up with a viable make up date.

Your Responsibility:

You are responsible for requesting a make-up lesson. Unless **you** request a make-up lesson, the lesson will be forfeited and charged at the full normal rate.

If you need to cancel a lesson, please contact me prior to noon by calling my cell phone (484-347-7190). If I do not answer, please leave a message. You may also contact me via email at hughesdl@hotmail.com, subject line should say "Lesson Cancellation"

My Responsibility:

At times, I may need to reschedule lessons to accommodate my performance commitments. I will give you as much notice as possible. In the event that I need to reschedule at the last minute, I will work with you to reschedule your lesson as best as I can.

Payment: (please read all)

Equal monthly payments are determined from the total number of lessons in a given semester period. (Please note that there are not always an equal number of lesson days in each month).

The dates listed below are to be used a guide for the fiscal year 2008-2009

Fall Semester 2009 - September 8 through December 18 (15 weeks)
Spring Semester 2010 - January 11 through April 30 (16 weeks)
Summer Semester 2010 - May 3 through August 13 (15 weeks *tentative)

For example: All monthly payments are determined so that an equal amount is due every month. If your lesson is on Tuesday and there are 16 Tuesdays during the 4 month semester period, your monthly tuition is calculated by the following formula:


EXAMPLE: $\frac{\text{Lesson Rate} * 16}{4}$ If Lesson Rate is \$20 then $\frac{\$20 * 16}{4} = \frac{\$320}{4} = \$80$

- Payment is expected in monthly installments based on your payment schedule and is expected on the due date as expressed in the bill you will receive. Checks payable to me (Donald Hughes) or Cash are acceptable. The bill detailing the amount due and recent payments will be mailed the week prior to the due date. If you cannot attend the first scheduled lesson of any given month, please mail payment directly to my address:

PO Box 3392
Wescosville PA 18106-9631

Cancellation and Payment Information for students of Donald Hughes:

Payment (con't)

- Payment made seven days or more after the due date will incur a \$10.00 penalty and will be added to the next month's bill.
- Payment not received within 14 days after the due date will result in a \$20.00 penalty and lessons will be suspended until payment is made.
-  Even if you do not have a lesson on the date that payment is due, payment **must** still reach me by that date.
- All charges incurred by me due to returned checks will be reimbursed by you, the student, or parent, in the form of cash on the next scheduled lesson. In addition, there will be an additional \$10 charge for all returned checks.
- If you need special assistance in making payments, please talk to me. I will attempt to accommodate your situation.

In consideration that this is my job and I depend on this income, I request that you follow the above payment terms.

Credits and other:

- Credits for cancelled lessons may be given at my option. No credits for missed lessons will be given. (Extreme cases will be handled individually)
- Two weeks notice is requested if you choose not to continue lessons.

Holidays:

In general, I do not necessarily follow the school holidays. Therefore, the following are the only scheduled days that I will not be teaching:



- Thanksgiving (11/26/2009 and 11/27/2009)
- President's Day (2/15/2010)
- Passover (3/31/2010)
- Easter Monday (4/5/2010)

I continue to teach through the Christian Holy Week and Jewish holidays, Yom Kippur, Rosh Hashanah, and Hanukkah.

Please double check your calendars and alert me as soon as you can of specific lesson days that you cannot attend.

Website:

www.dlhtrumpet.com

You may at any time, check my website for up to date performance schedule and teaching schedule changes. The monthly statement and the original lesson is also available at the same time that your statement is mailed.

To access your portion of the website, you will need to know your user ID and password which are assigned by me. Please let me know if you would like this information and I will give it to you.

This policy is also available on the website as a PDF at www.dlhtrumpet.com/students/PolicyAndCancellation.pdf

Thank you for choosing me to help your child to learn a musical instrument. I love what I do, and love working with young people in sharing my love of music!