

# Pastimes for a **Lifetime**, Inc.

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## Art & Piano School



### School Policy

1. Payment is due in full on the first class or first week of each month.
2. A Late Fee of \$10.00 is charged for tuition received after the first class or the first week of the month.
3. A \$25.00 Returned Check charge will be billed for all returned checks.
4. Tuition is NOT refundable.
5. New students starting after the first week of the month are billed only for the hours booked that month. Regular monthly billing begins the following month.
6. Consistent late payment (after the 2nd time) will result in the student being dropped from the course.
7. Tuition is billed for the hours booked each month, NOT by the classes attended and does not include books or supplies.



### Scheduling and Attendance

1. Students are allowed one free reschedule per month for either a sudden illness or a conflict, when notice is provided 48 hours in advance of the class. The make-up must be attended within the month taken.
2. Additional make-ups within the month will be available at \$10 per reschedule, at the discretion of the teacher.
3. To reschedule a class, call 48 hours in advance of your class. The new class time must be scheduled and attended in the month it was paid for. Reschedules are not carried over to the next month.  
LIMIT: 1 ILLNESS MAKE-UP PER CALENDAR MONTH.
4. A contagious or serious illness contracted on the same day of class will be allowed one make-up class before the end of the month. LIMIT: 1 ILLNESS MAKE-UP PER MONTH.
5. No make-ups are given for no-shows or if you forget to come to class.
6. No make-ups are given for make-up classes not attended.
7. Please arrive and pick up your child on time. If you arrive more than 5 minutes early, please do not disturb the current class. Wait with your child.
8. No unattended children are allowed on school property for safety reasons. Consistent late arrivals and pick-ups (over 3) will result in the child being dropped from the course.



### Discounts, Awards and Transfers

1. 10% off on tuition booked three or more months in advance for piano and art instruction.
2. 10% family discount for piano students when two or more family members attend consecutive individual piano classes.
3. A Free Class is awarded when a student you refer registers and pays for a month of classes. This is a one-time award per each new registered student.
4. Gift Certificates are available for both fine art workshops and individual piano classes. A great gift idea!
5. Classes are transferable to students not currently enrolled. You may transfer a free class reward or a class already paid for into a Gift Certificate for someone other than yourself or your child.

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Student

Parent or Guardian

Date

By signing this School Policy, I have read, agree to and will follow the School Policy.

*(Please click on this PDF download link to print and sign.)*