

# Steve Gibons Private Music Lesson Studio

4842 N Saint Louis Ave., Chicago IL 60625

773-588-5542 – steve@stringjazz.com

## Payment and Scheduling Policy and Agreement

I try to be flexible on the topic of scheduling, and I feel the following is a fair policy.

1. I am always happy to reschedule lessons, with the following limitations.
2. 24 hours' notice is required to cancel or reschedule a lesson.
3. A lesson cancelled with less than 24 hours notice must be paid at that time –meaning the payment is due on the day of the cancelled lesson
4. To mitigate the difficulty this may cause: If payment is made I offer a three-day grace period wherein the student may schedule a lesson, pending my availability, at no further charge. This is a goodwill gesture on my part, and will not apply to repeated cancelations or reschedulings made with less than 24 hours notice.

### Example 1:

A lesson is scheduled for Sunday, April 1 at 1 pm . The student notifies me Saturday March 31 at 3 pm that they can't make it, and they pay for the lesson. Now they may schedule a lesson anytime I am available through Wednesday April 4. The payment made for the original lesson time will be applied, and there is no further charge.

### Example 2:

A lesson is scheduled for Sunday, April 1 at 1 pm . The student notifies me Saturday March 31 at 3pm that they can't make it, and they *don't* pay for the lesson. Going forward, payment is due when scheduling the lesson.

**I have read and agree to these terms**

**Student name** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_