

## **Rockin' Productions Teaching Policies – Page 1**

- ALL monies received for music instruction is NON-REFUNDABLE. NO EXCEPTIONS!
- All music lessons and reserved appointments are pre-paid in advance and non-refundable.
- All policies apply to regular monthly lessons as well as “Pre-Paid On Call” lessons.
- Monthly lessons are due/reserved the last lesson of the current month for the month upcoming. There is a strictly enforced late fee of \$15.00 for late payments!
- **Sickness** – In the event a student shows to a scheduled lesson and is deemed ill by Rhon Van Erman they will be asked to leave and forfeit their lesson payment for that day. If you are ill and give a minimum notice of 12 hours from your reserved lesson time, a lesson credit will be issued for the next month’s payment. There is only one illness credit given in a 60 day period.
- **Excused lessons** – The ONLY excused lessons are : Death in your immediate family and approved sickness.
- **Unexcused lessons** – The only excused lessons are stated above. In the event you do not show up to your reserved music lesson your money is forfeited for that day’s lesson. NO EXCEPTIONS. Vacations (This includes Spring Break, Summer Vacations or other vacation times), School and School functions, camps, medical appointments, unapproved Holidays, injuries, work, etc, **are unexcused**. This list is not just limited to these activities. As stated previously, if you miss your reserved lesson you forfeit that lesson day’s payment.
- Students will be notified of by Rhon Van Erman for any Federal Holidays or days in which there will be no lessons.
- **Weather Conditions** – All students will be notified by Rhon Van Erman in the event reserved lessons are cancelled due to weather. You may call (260)-665-2417 for an announcement cancelling lessons due to weather or other emergencies. Posts will also be made on social media. Cancellation of any Schools, work, etc. DO NOT apply to lesson days!
- **Cessation** – In the event you are going to stop lessons a 2 week notice is mandatory. In the event you quit lessons and have any lesson credit left over for that month, the remaining credits will be forfeited.
- Music lesson credits CANNOT be used for retail purchases.
- **Families/Relatives/Friends** - All lessons credits are Non-Transferrable. This is for all students including families, relatives, friends, etc. All pre-paid lessons are for the individual that reserved their lesson time and cannot be “traded” or “transferred” .

## Rockin' Productions Teaching Policies – Page 2

- **Verbal Forfeiture** – In the event Rhon Van Erman is told by a student that “they will not be at their scheduled lesson” or “**may not** be at any scheduled lesson”, that scheduled lesson is forfeited. This is also enforced when a schedule change on the student’s part becomes open after giving a verbal forfeiture. Once notice of forfeiture (missing your lesson) is given your lesson credit for that day is lost. If you have questions about this please ask.
- **Agreement** – By taking your first lesson and signing this policy sheet you fully understand and will abide by all policies. Failure to follow or neglect policies will lead to an immediate termination of all pre-paid lesson credits and termination of lessons.

Print Name - \_\_\_\_\_

Signature - \_\_\_\_\_

Date - \_\_\_\_\_

Phone - \_\_\_\_\_

Address - \_\_\_\_\_

Rockin' Productions – 115 E. Maumee St. – Angola, In. (260)-665-2417