



Classical Guitar Academy, LLC
DBA: West Chester Music Academy
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WEST CHESTER MUSIC ACADEMY POLICIES AND PROCEDURES

TUITION

1. All recurring payments are processed by pre-authorized credit cards on the 24th of the month that pays for the upcoming month's lessons. Tuition is never prorated for missed lessons. Tuition does not include any retail teaching materials such as books or instruments. (I/We) do hereby authorize the Classical Guitar Academy, LLC, to initiate recurring (debit or credit) entries to (my/our) (Credit Card Account) as indicated and named below as the depository financial institutions. _____

CANCELLATIONS AND MAKEUPS

2. For any lessons missed by a teacher, the Academy will attempt to provide a substitute teacher. If a substitute teacher is unavailable, a private makeup lesson with the teacher will be scheduled promptly. One make-up will be available each month. A make-up must be completed within 30 days of the absence, after which the make-up will be forfeited. Students must notify their teacher of an absence no later than 8pm the day before their lesson. A make-up lesson will be scheduled on a date convenient for both the student and the teacher. A student absence without sufficient notice may not be made-up. No-shows and same-day cancellations are not eligible for make-ups. Lessons cannot be discontinued in the middle of a billing cycle. A teacher absence or inclement weather cancellation will be made-up. _____

DISCONTINUING LESSONS

3. To suspend or discontinue lessons and payments, your teacher needs to be notified before the bill date (24th day of the month). We do not prorate tuition for the last month's lessons. Students will be responsible for their last month's tuition whether or not they attend lessons. _____

AVERAGE OF FOUR LESSONS PER MONTH

4. Monthly tuition is based on the average of 4 lessons per month. We operate on a 48-week year. During the months that you have 5 lessons, we do not charge you more. During the months that you have 3 lessons, we do not charge you less. The tuition is the SAME each month. This makes everyone's accounting easier. _____

SUMMER VACATION

5. The WCMA operates year round and does not close for the summer. Taking lessons year round without a hiatus of instruction is imperative for your child's musical development. We strongly encourage families to work around vacations so that no musical progress is lost. _____

CARE OF STUDENTS

6. The school is not responsible for providing before or after care for students. Parents with children under the age of eight must remain in the lobby during the classes. Students are not to be left at the Academy for excessive time periods before or after their lessons. _____

OPEN DOOR POLICY

7. Parents are always allowed to sit in during lessons. We have an open door policy for lessons. _____

INJURIES

8. Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on Academy property resulting from normal lesson activity or any other activity conducted by the students or their siblings before, during, or after lesson time, including hearing loss or hearing damage. The West Chester Guitar Academy is not responsible for any damage done to vehicles or items stolen from vehicles. _____

PICKING UP

9. Children must wait for their parents to pick them up inside the Academy. Please do not ask them to meet you elsewhere. The WCMA assumes no responsibility for children who leave unaccompanied._____

*I have read and understand the WCMA policies and procedures, payment authorization, injury and vehicle waiver and agree to abide by them and all subsequent updates.

Student name	Parent Name	Signature	Date
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Image and Video /Audio Recording Waiver

At the Academy, we host an annual picture day that is very popular with our parents, as well, as other professional photo opportunities. A photographer visits the school and takes pictures of the students and parents get to order copies. We also videotape and photograph recitals occasionally. In our monthly newsletter we feature students of the month, videotape student performances for YouTube, web site, and social media. If you would like for you or your child to participate in student of the month, picture day, recitals, newsletter, and our social media, please sign this image and video/audio recording waiver.

Choose one:

☐ I _____, **GIVE** permission for the image, audio and or video recording of
☐ _____ (Parent/ Guardian)
 _____, to be used by the Classical Guitar Academy, LLC.
 (Student)

○ I _____, **DO NOT** give permission for the image, audio and or video recording of
(Parent/ Guardian)

_____, to be used by the Classical Guitar Academy, LLC.
(Student)

(Parent/ Guardian's Signature)

(Today's Date)