



JESSE N. GLAUDE  
EXECUTIVE DIRECTOR

## STUDENT / PARENT / GUARDIAN FINANCIAL CONTRACT

(Revised 9/2013)

Agreement to: Christ Church School Of The Arts, Inc.

**Lesson Fee Policy:** In registering for instruction, a student or parent/guardian is entering into a contract between themselves and *Christ Church School of the Arts, Inc.* All relevant issues should be addressed to Christ Church School of the Arts, Inc., and not the instructor.

In registering for instruction, a student will be continuously enrolled with the same instructor throughout the calendar year and will be responsible for payment of Lessons on a monthly basis. Lesson Fees are as follows: \$25.00 per lesson, per half hour\*. Lesson fees will be payable and received by the 1<sup>st</sup> of the month. Lesson Fees received after the 5<sup>th</sup> of the month will be considered late, at which time we will send out invoices with a \$10.00 late fee added in. This fee will not be waived. Checks may be made payable to: ***Christ Church School of the Arts, Inc.*** and can be given to the office staff, placed in the secure metal drop box located on the wall outside the office, or mailed to *CCSArts, 78 Washington St., Norwich, CT 06360*. Cash must be accompanied by a cash payment envelope and can be given to the office staff, or placed in the secure metal drop box located on the wall outside the office. *At no time should payments be handled by faculty.* There are no refunds of lesson fees. In addition, any check returned to the Christ Church School of the Arts, Inc., unpaid by our bank will be subject to a \$10.00 service charge.

\*Group Instruction Fees will vary.

**Missed Lesson Policy:** Lesson cancellations must be made 24 hours in advance of the lesson time by telephoning the office at 860.425.0663 or by email; *ccsartsmail@yahoo.com*, or you will be charged for the lesson if proper notification is not received. *No Shows* will be billed for missed lessons. Instructors are not obliged to make up any lessons missed by students.

Students are allowed two missed lessons per academic year, (September – June), and are allowed two missed lessons in July & August of which a student is not charged, if cancellation is made 24 hours in advance of lesson.

**Snow Days:** Snow days are determined by the Norwich Public School System and shall be observed by *Christ Church School of the Arts*. Lessons missed due to official snow days will be made up by the teachers concerned, whenever possible.

**Discontinuing Lessons:** Two week's lesson notice should be given in writing for the cancellation of lessons and will be billed to the student. It is assumed that a student is continuously enrolled with the same instructor throughout the calendar year unless written notification is sent to the School of the Art's office.

Student Name \_\_\_\_\_  
Please Print

Instrument \_\_\_\_\_

Signed \_\_\_\_\_  
Student/ Parent / Guardian

\_\_\_\_\_ Date