

# ATTENDANCE POLICY

For Music Lessons with Ryan Neaveill

[www.CUmusiclessons.com](http://www.CUmusiclessons.com)

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I teach lessons Monday through Thursday year round except for the following:

- Spring Break (usually around the third week of March)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- One week in the summer (usually in August)
- Labor Day (First Monday in September)
- Thanksgiving Day and Black Friday (Fourth Thursday in November and the following Friday)
- The week between and including Christmas Eve (Dec. 24th) and New Year's Day (Jan. 1st)

## BE ON TIME

Please try to arrive at your lesson exactly on time. Since I schedule back-to-back lessons, It is not usually possible for you to come earlier than your scheduled lesson time as you would be interrupting the previous student's lesson. Likewise, you cannot arrive late to your lesson and expect to get the full amount of time as there will most likely be another student who comes directly after you.

Students need to notify me by phone, email or text if they are going to be late to their lesson. If a student hasn't arrived within the first ten minutes of their lesson, I will assume that they are not coming and may use the remainder of that lesson time to run some errands—so do let me know if you're running late, otherwise I may not be there when you finally arrive and it will be recorded as an unexcused absence!

## MISSED LESSONS

I will not make up or reschedule lessons that you miss, nor will I reimburse you for missed lessons; therefore the amount of instruction you get for your tuition is totally up to you and how faithfully you attend your lessons.

## TERMINATION

You may terminate your lessons at any time, though I do prefer you show me the courtesy of letting me know at least a couple of weeks in advance so that I may have adequate time to fill your vacant time slot. No refunds will be given for lessons terminated before the end of your tuition payment period.

I have read and understand this Attendance Policy: \_\_\_\_\_ (signed) \_\_\_\_\_ (date)