

SOPHIA MUSIC STUDIO • PRIVATE LESSON POLICY

DATES

A lesson is 30 minutes, once per week, subject to the calendar and holidays below.

The calendar year is divided into two semesters:

- Spring: January–May
- Fall: September–December

There will be no lessons on the following holidays:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Easter Sunday
- Labor Day
- Christmas Day
- Memorial Day

TUITION

Tuition is \$120 per month, up to a total of \$480 per semester.

Payment is due by the first lesson of each month.

If payment is not received by the second lesson of the month, there will be a \$20 late fee.

Payment can be made with cash or check payable to **Sophia Levy**.

If mailing a check, please send it to **6237 Oakland Dr, Woodbridge, VA 22193**.

CANCELLATIONS

If you need to miss a lesson, please notify me as soon as you can.

If I need to miss a lesson, I will notify you as soon as I can.

There are no refunds for missed lessons, but there will be make-ups available as described below.

MAKE-UPS

Students may make up missed lessons during the current semester, regardless of the reason for the missed lesson.

Make-ups are not guaranteed, but time will be made available periodically based on demand as determined by me.

Make-up lessons are reserved on a first-come, first-serve basis.

DISCONTINUATION

If you would like to discontinue lessons, please let me know before the start of the next month.

I have read and agree to all of the above.

Signed: _____ Date: _____

Print: _____