

## CCSA POLICY AGREEMENT FORM

Please read the following CCSA policies and indicate your agreement by initialing in the place indicated and signing the bottom of this form. For a complete list of CCSA Policies and Procedures, please see the document that you received with your registration packet. You can also find them on the CCSA website at [www.coppercountrysuzuki.org](http://www.coppercountrysuzuki.org). **Students may not begin lessons until this form is initialed and signed by the Parent/Guardian/Adult Student and returned to the private instructor.**

\_\_\_\_\_ MISSED LESSONS

Lessons that are canceled by the instructor will be made up or credited. **LESSONS MISSED BY THE STUDENT WILL NOT BE MADE UP OR CREDITED.** It is the responsibility of the student to notify the instructor if they are going to miss a lesson. Students have the option to change lesson times with another student. Coordination of lesson changes is the responsibility of the student, not the instructor.

\_\_\_\_\_ INCLEMENT WEATHER

Lessons *may* be canceled due to poor weather conditions. Your private instructor will contact you in the event that lessons are to be canceled. Your instructors may make up these lessons as time allows during the school year. **There will be no refunds for canceled lessons.**

\_\_\_\_\_ BILLING

A **non-refundable** membership fee of \$85 before September 1<sup>st</sup> or \$110 after September 1<sup>st</sup> is required along with a completed registration form. Tuition payment for is due before the start of the term. If you anticipate difficulties making these payments, it is the responsibility of the student's parent (or the student) to contact the CCSA Director and work out a payment plan. You may not make adjustments to your bill without consulting the CCSA Director.

\_\_\_\_\_ PARENT ATTENDANCE AT LESSONS

We are required to have at least 2 adults in the building when working with an unrelated child under the age of 18. We encourage parents to attend their children's lessons. If you cannot be there for a lesson, you are requested to designate a non-CCSA instructor to also to be in the building while your child is there.

\_\_\_\_\_ REHEARSALS WITH ACCOMPANIST

Students are expected to attend at least 2 rehearsals with the CCSA piano accompanist before performing on a recital. Students who don't adequately rehearse with the pianist may not be allowed to play on the recital.

\_\_\_\_\_ PAYMENT PLANS

If you are unable to make full payment by the due date, you may request to be put on a payment plan. Payment plans must be arranged with the CCSA Executive Director.

\_\_\_\_\_ LATE PAYMENTS

In the event that payment is not received end of the first week of each term, the rental instruments must be returned and the student will not be able continue lessons until the bill is paid.

\_\_\_\_\_ CANCELLING LESSONS BEFORE THE END OF A TERM

There will be no refunds for students quitting lessons once the term has begun.

I have read the Copper Country Suzuki Association "Policies and Procedures" and agree to abide by these policies.

Parent/Guardian/Adult Student Signature: \_\_\_\_\_ Date \_\_\_\_\_