



JESSE N. GLAUDE  
EXECUTIVE DIRECTOR  
CHRIST CHURCH SCHOOL OF THE ARTS, INC

## Student/Parent/Guardian Financial Contract

### Agreement with the 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: \$20.00 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 may 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 the summer months.

**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 notice should be given in writing for the cancellation of lessons. 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 by \_\_\_\_\_ Date \_\_\_\_\_

Student/ Parent / Guardian