



Thank you for choosing Green Hills Guitar Studio. In order to provide a positive and productive teaching and learning environment we have some policies to share with you. We hope you will find our policies simple and straight forward, but please ask if you have any questions.

**PAYMENT:**

You will be emailed or given a statement at the end of the month for the coming month's lessons. We ask that all lessons are to be paid in full before the next month's lessons begin. If a bi-weekly or weekly arrangement works better for you, please let us know. We offer the ability to pay by check, cash or via PayPal.

**CANCELLATIONS:**

24 hours is required for all cancellations. Lessons that are canceled or missed without 24 hours notice are to be paid in full and are not eligible to be made up. Sometimes, life just happens and we understand. Exceptions to the 24 hour notification are at the discretion of the instructor and the instructor's ability to schedule a makeup. Green Hills Guitar Studio is built upon high quality, professional instructors. This means your instructor is scheduling a consistent time for you every week. As a professional musician your instructor is also scheduling their rehearsals, performances, recording sessions and writing appointments in addition to their teaching schedule. For these reasons, it is important to maintain a consistent schedule with respect to the cancellation policy. In the event that a regularly scheduled lesson is cancelled by your instructor and a mutually convenient makeup cannot be scheduled, you will be credited the lesson amount on your next month's statement.

**DISCONTINUATION OF LESSONS:**

We request a 30 day notification if you intend to discontinue lessons.

**SUMMER SCHEDULING:**

We encourage students to continue their lessons through the summer. There is much more flexibility during the summer regarding scheduling. Therefore, it is easier to work with you around vacations, summer camps, athletics etc. All policies noted above will apply to summer lessons. Please take in to account that students that discontinue for the summer do forfeit their timeslot and are not guaranteed the same timeslot the following school year.

**RETURNED CHECK FEE:**

There will be a \$30 fee applied to your next bill for any returned checks.

Please sign and return at your next lesson.

Thanks! We look forward to beginning a musical journey with you. Please feel free to contact us with any questions at (615) 397-1565 or [greenhillsguitarstudio@gmail.com](mailto:greenhillsguitarstudio@gmail.com).

Sincerely,  
Shane Lamb, Owner

I have read and understand the terms of this policy.

Your signature \_\_\_\_\_ Date \_\_\_\_\_