



Thank you for choosing Green Hills Guitar Studio. 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 straightforward, 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 cash, check, credit card, PayPal, and Venmo. The standard 3% service fee will be included for all credit card and PayPal payments.

CANCELLATIONS: Cancellations require a 24 hour notice. Lessons that are canceled or missed without 24 hours notice are to be paid in full and are not eligible to be made up.

Green Hills Guitar Studio instruction is built upon high quality, professional musicians. As a professional musician your instructor is also scheduling their own 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.

Exceptions to the 24 hour notification are at the discretion of the instructor.

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 time slot and are not guaranteed the same time slot the following school year. We also encourage students to sign up for one or more of our summer music camps.

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 shane@greenhillsguitarstudio.com.

I have read, understand, and agree to the terms of this policy.

Student Signature _____ Date _____

Contact Phone # _____ Email _____