

TIM KLEIMAN GUITAR LESSON POLICY AGREEMENT

Scheduling:

Lessons typically are scheduled at the same time once a week and last for one hour. However, lesson schedules are flexible and can be adjusted in advance at the beginning of the month to meet the needs of the student.

Your lesson time is on _____ (day) at _____ (time) for _____ (duration) _____ (Client Initial)

Fees:

Lesson fees are paid by the month in advance and are due on the first lesson of each month. Lesson fees are \$_____ month (\$_____ per lesson) _____ (Client Initial)

Cancellation Policy:

There are no refunds for lesson cancellations. However, students are allowed one make-up lesson per month. Twenty-four (24) hour notice is required for all scheduling changes.

Make-Up Lessons:

I understand that sometimes students may need to change or reschedule a lesson time. Students are allowed one make-up lesson per month. Twenty-four (24) hour notice is required to reschedule a lesson.

Late Policy:

Lesson times are set aside for each student in advance. Students who are late may forfeit their full lesson time.

Holidays & Vacations:

Sometimes changes will need to be made in lesson schedules to accommodate holidays, vacations and other planned activities. Changes to the monthly lesson schedule must be discussed and adjusted at the beginning of each month.

Contact Information:

I can be contacted by cell phone, email or text message. I will get back to you as soon as possible. If you do not hear back from me please assume I did not receive your message. Mail can be sent to the following address:

Tim Kleiman
11684 Ventura Blvd #324
Studio City CA 91604
Phone: (818) 324-2166
Email:tim@timkleiman.net

_____ Client Signature / Date _____

_____ Tim Kleiman / Date _____