



23-35 Broadway Astoria, NY 11106
a r t h o u s e a s t o r i a . o r g

Art House Policies:

ABSENCES FOR INDIVIDUAL LESSONS

If you are unable to attend a lesson, please call us in advance. Each student is allowed one make-up for an excused absence per semester. An excused absence is one in which the teacher has been notified 24 hours in advance. A make-up lesson will not be given with less than 24 hours notice. All missed lessons due to the teacher's absence will be made up.

ABSENCES FOR GROUP CLASSES

Any missed class due to a student's absence will not be made up; however, all missed classes due to the teacher's absence will be made up.

REFUNDS

All withdrawal requests must be submitted in writing to Art House Astoria. Refunds will not be given after four weeks of lessons have been taken. Students or parents requesting withdrawals before that time will be charged pro-rated tuition for completed sessions (including student absences) plus 20% of the total contracted tuition. Students withdrawing before the start of the semester will be charged 10% of the contracted tuition. Installment fees are non-refundable. Additionally, students paying on the installment plan who withdraw are responsible for the remaining balance on their account according to the withdrawal policies above. Refunds take 4-6 weeks to be processed.

TRIAL LESSONS

Trial lessons may be rescheduled once for an excused make-up with 24 hours notice. Trial lessons, however, are non-refundable.

FEES

A returned check fee of \$30 is assessed for returned checks.

MATERIALS

The student is responsible for providing his/her own music books, sheet music, instruments and art supplies.

I have read and understood all of the above policies of Art House Astoria.

SIGNATURE

____/____/____
DATE