

CREATIVE GUITAR STUDIO - Student Agreement.

A summary of the terms and conditions between Creative Guitar Studio offering guitar lessons and programs to students attending classes for the purpose of learning music, songs, guitar technique and theory, or in pursuit of a vocation.

This agreement contains the terms and conditions between Creative Guitar Studio and the student.
No action from the student is required in connection with this notice.

IMPORTANT: Opening an account and making tuition payments or payments toward any Creative Guitar Studio service is your acknowledgement that attending classes at the studio is subject to your acceptance of the terms and conditions of this agreement.

If these terms are unacceptable to you, please cancel your enrollment immediately.

General Terms and Conditions

1. Weekly Student Terms & Conditions

Students will receive a personal account statement after their account has been established. A permanent class day schedule and class time will be confirmed on the statement. Student tuition fees are required up-front, paid in full. **Classes are not conducted or reserved without payment.** After the New Student 4-Week Program, all classes in the calendar year must be paid by either post-dated cheque, or on a pre-authorized VISA card transaction.

2. Bi-Weekly Student Terms & Conditions

Students will receive a personal account statement after their account has been established. A permanent class day schedule and class time will be confirmed on the statement. Student tuition fees are required up-front paid in full. **Classes are not conducted or reserved without payment.** After the New Student 4-Week Program, all classes in the calendar year must be paid in full, (see current Academic Calendar). The Bi-Weekly Student Program is available throughout the year.

3. Drop-In Students

Any student enrolling for lessons, without committing to a full year schedule, must enroll as a, "Drop-in Student."

Administration Fees and Payment Policies

1. Annual Course and Materials Fee

A twenty-five dollar, (\$25.00), annual course fee covers student administration costs; printing, lesson hand-outs; diagrammatic papers; CD and DVD burning; song transcription charts. All students are required to pay this fee with their 3rd Quarter tuition payment. This fee is separate from the Application fee.

2. Tuition Payments (30 or 60 min. Weekly Classes)

Students are required to pay for class dates outlined in our calendar. Refer to the, "**2010 Tuition Calendar.**" For payment package rates, please refer to your personal student account statement.

2010 STUDIO QUARTERLY CALENDAR:

1st Quarter =	Jan. 05 - Mar. 27
2nd Quarter =	April 05 - June 30
3rd Quarter =	July 02 - Sept.30
4th Quarter =	Oct. 01 - Dec. 18

Please see the current **Academic Calendar** for dates when the studio is open conducting regular guitar instruction classes.

Tuition Payments Cont. (Full-Time Students)

CALENDAR YEAR - Quarterly Payments:

Tuition payments are made quarterly, (4 pre-authorized payments per year), by pre-authorized credit card, or by issuing **FOUR (4)** post-dated cheques. Date cheques as outlined below.

1st Quarter Payment:	Dec. 18, 2009
2nd Quarter Payment:	Mar. 26, 2010
3rd Quarter Payment:	Jun. 25, 2010
4th Quarter Payment:	Sep. 24, 2010

3. Tuition Payments (30 or 60 min. Bi-Weekly Classes)

Students attending bi-weekly are required to pay Quarterly for all classes in the calendar year. Tuition is, twenty-seven dollars, (\$27.00), per 30 min. Students may select either 30 min., or 60 min. classes. Lesson length can be requested at the time of registration, (lesson length is subject to scheduling availability).

4. Applying After a Quarter Has Begun:

After the New Student 4-Week Program, classes will be billed at **\$27.00 per 30 min.** of class time until the next Quarter.

6. Accepted Payment Methods*

Creative Guitar Studio accepts: Personal or Business Cheques, Money Orders, and VISA credit card.

*Students are required to open an account **before** attending the studio for any lessons. Payments **cannot** be accepted from students who have not established an, "**ACTIVE Student Account.**"

Please See: STUDENT PERSONAL ACCOUNTS (pg. 2)

6. Incorrect or Incomplete Tuition Payments

Incorrect or incomplete payments will be refused and the student will be denied any class time until tuition is properly submitted and organized according to the student's personal account statement.

7. NSF Cheques

Creative Guitar Studio reserves the right to charge a **\$35.00** fee to the account of any student whose cheque is returned. This fee will be added on top of the original lesson costs. Creative Guitar Studio will process the \$35.00 fee along with the original cheque payment amount to the credit card on-file of the student liable.

Creative Guitar Studio, Student Agreement, Page Two

Creative Guitar Studio is registered with Human Resources Development Canada as a Formal Educational Institute. Educational Tax Credit receipts are available.

Student Personal Accounts

1. Opening and Maintaining an ACTIVE Account

To register and remain as a student at Creative Guitar Studio it will be necessary to open and maintain an **ACTIVE Student Account**. Name, address, phone number and valid credit card information are required. If a student does not have a credit card they cannot defer tuition payments on account. We **do not** accept post-dated cheques without a credit card on file. A twenty-five dollar (\$25.00) fee will be charged to process any class day, or class time changes made to a student's account.

2. Student 30 or 60 min. Weekly Classes

Upon registering, students will receive a "2010 Academic Calendar." It will outline when the studio is open conducting lessons. Weekly Guitar Lessons are organized annually and are arranged by the studio based upon when the studio is open, (no substitutions - a Student can not select their own lesson day and time).

3. Student 30 or 60 min. Bi-Weekly Classes

Upon registering, students will receive a "2010 Academic Calendar." It will outline when the studio is open conducting lessons. Bi-Weekly Guitar Lessons are organized in Quarterly packages arranged by the studio and based upon the students lesson length and day, (no substitutions -Student's **cannot** select their lesson day, or the lesson length - each are based upon class time availability).

Studio Policies

1. Scheduling: Permanent Class Day & Time

A student's class day and time, cannot be easily rearranged or modified once the classes have been established and payment has been received by the Studio. Once paid, the lessons on a student's account cannot be transferred to any other individual, (family or friends).

Please see: "APPEAL FOR NEW PERMANENT DAY & TIME" if for any reason you may not be able to attend classes at your pre-established time and day throughout the entire studio calendar year.

2. Missed Classes ***IMPORTANT*** Read Carefully

- If a student must cancel a guitar lesson, the lesson is lost. No reimbursement of any kind will be provided for any missed appointments.
- Students who miss two (2) consecutive classes without pre or post-notice may have their classes suspended.
- Students who terminate their enrollment without 30 days notice will be billed a \$50.00 withdrawal fee on their personal account. See: **Withdrawal Policy**

3. Promptness

The student is responsible for arriving on time. If not, no reimbursement for any lost time will occur on behalf of the teacher. If the teacher is late getting started, the class will be extended at the teachers expense.

4. Teacher Issued Credit Classes

If the teacher is unable to conduct the lesson for any reason, the lesson will be either:

- Re-scheduled to another day, (Teacher Credit Class).
- Credited back to the student by refunding the student's lesson payment, (Teacher Cash Credit).

Important: Once booked, these classes **cannot be rescheduled**. These classes cannot substitute as cash payment or as extensions to any tuition due dates. If a student drops out, the tuition for these classes may be refunded at the studios discretion.

5. Expulsion From the Studio

Creative Guitar Studio reserves the right to dismiss any student from attending classes at the studio with the reasons and an explanation for dismissal in writing. Students dismissed from the studio will be refunded for any classes they did not receive.

Stopping Lessons

1. Withdrawal Policy

Written notice of intent to dissolve the agreements in this contract and to cease attending classes at the studio must be received **30 DAYS IN ADVANCE** of the last lesson the student will attend. If 30 days notice is not given a **\$50.00** withdrawal fee will be applied to the student's account. Any unpaid fees will be required paid in full before the student can re-enroll for future lessons at the studio. Any classes remaining on file will be lost. Unused lessons on file are non-transferrable.

2. Leave of Absence

One month leave with **written request *30 days** in advance for medical procedures, or personal time. The studio will suspend billing on a student's account, allowing the account to retain ACTIVE status for one month. The Studio **will not hold** a student's regular lesson time and day while the student takes a leave of absence. Any classes remaining on file will be lost.

** 30 days notice is not required for medical emergencies with a copy of a family or emergency room doctor's written note.*

3. Appeal for a New Permanent Day & Time

Day & time appeal applications are mailed out to students by regular mail upon notification. A non-refundable \$25.00 appeal fee is required to process the request. This fee is separate and cannot be applied to tuition or toward any other studio service, merchandise, or product. Please allow **30 days** to process requests. Once an appeal is filed there are **no absolute guarantees** the studio can accommodate the request.

4. Refunds of Tuition

Creative Guitar Studio does not give refunds of tuition fees unless the student has been expelled. Once an account is rendered INACTIVE any post-dated cheques held on-file will be returned or destroyed as per the students request. Any classes remaining on file will be lost.

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