

CCSA POLICY AGREEMENT FORM

Please read the following CCSA policies and indicate your agreement by initialing in the place indicated and signing the bottom of this form. For a complete list of CCSA Policies and Procedures, please see the document that you received with your registration packet. You can also find them on the CCSA website at www.coppercountrysuzuki.org. **Students may not begin lessons until this form is initialed and signed by the Parent/Guardian/Adult Student and returned to the private instructor.**

_____ MISSED LESSONS

Lessons that are canceled by the instructor will be made up or credited. **Instructors are not required to make up lessons missed by the student.** It is the responsibility of the student to notify the instructor if they are going to miss a lesson. Students may switch lesson times with another student. Coordination of lesson changes is the responsibility of the student, not the instructor.

_____ INCLEMENT WEATHER

There will be no lessons on days that the Houghton schools are closed due to poor weather conditions. Our instructors will make every effort to make up these lessons as time allows during the school year. If these lessons are not made up you will be credited for the lesson on your next invoice.

_____ BILLING

Tuition for the fall term along with instrument rental and membership fees is due by the last week of September. Bills for the winter will be due by the third week of November and the bills for spring term will be due third week of February.

_____ PAYMENT PLANS

If you are unable to make full payment by the due date, you may request to be put on a payment plan. Payment plans must be arranged **each quarter** in advance with the treasurer.

_____ LATE PAYMENTS

In the event that payment is not received by the fourth week of the fall term and the first week of the winter and spring terms, the rental instruments must be returned and the student will not be able continue lessons until the bill is paid. **A 10% late fee will be added to the bill and must be paid before resuming lessons.**

_____ CANCELLING LESSONS BEFORE THE END OF A TERM

Students who choose to stop lessons before the end of a term must provide written notice two weeks prior to the date of their last lesson. Please note that you will be responsible for tuition for two lessons from the date which CCSA receives written notice whether or not you choose to take those lessons. Written notice may be given to the instructor or e-mailed to CCSA Treasurer, Tammy Donahue at thdonahu@mtu.edu. All rental instruments must be returned to the private instructor at the last lesson. **Students who choose to stop lessons before the end of the term forfeit any makeup lessons. No partial credit will be given for instrument rental or orchestra fees after the start of the term.** Unless other arrangements are made, credit owed for services beyond the two lessons after written notice is received will be mailed to the address on the student's registration form within 30 days.

I have read the Copper Country Suzuki Association "Policies and Procedures" and agree to abide by these policies.

Parent/Guardian/Adult student's signature: _____ Date: _____