



Under The Sun Studios
2956 Treat Blvd, Ste. B
Concord, Ca 94518
(925) 609-8100

Private Lesson Policy:
(Effective 9/1/12)

A **Private Lesson** at Under The Sun Studios is defined as a **30-minute block of time** with one or more of our instructors, **scheduled by appointment**. Even though Private Lessons are generally used for one-on-one instruction, they can also be utilized as group instruction. **The defining factor is that the lesson is scheduled by appointment**. If the student desires a longer block of time than 30 minutes, then longer Private Lessons may be scheduled by scheduling adjacent 30 minute time blocks.

- I. Studio Registration
 - a. The Studio charges an annual registration fee of \$25 per household to offset administrative expenses.
- II. Payment:
 - a. Tuition for Private Lessons is determined by the current **Private Lesson Fee Schedule**, which is available in the front office at all times.
 - b. Payment is due when the Private Lesson is scheduled, not when the lesson is taken.
 - c. Under The Sun Studios accepts cash, check, American Express, Visa, Mastercard, and Discover.
 - d. The returned check fee is \$20 per returned item. The returned check fee, along with the check amount must be paid in cash within 10 days of student notification.
 - e. There are no refunds for Private Lessons, registration fees, or any other administrative fees.
- III. Scheduling:
 - a. Private Lessons can be scheduled up to 2 weeks in advance, by calling the office at (925) 609-8100 or emailing us at info@utsstudios.com. The student is required to have a valid payment on file before the lesson is scheduled.
 - b. If a Private Lesson needs to be rescheduled, **48 hours or more advance notice is required** to reschedule that lesson without penalty.
 - c. In the case of emergency or illness only, you may attempt to reschedule a lesson with less than 48 hours notice, subject to availability. You will be assessed a \$7 fee in addition to the regular lesson tuition for a reschedule attempt with less than 48 hours notice.
 - d. In the case of Instructor absence or illness, the student may elect to reschedule or receive a credit on account.
 - e. Lessons missed with no notice will not be rescheduled.
 - f. Lessons cannot be rescheduled after the appointed lesson start time has passed.

IV. Miscellaneous

- a. Photographs, audio and/or video for use in our promotional material may be taken during any activities at the studio. Please inform the studio in writing if you do not wish your image to be used in our promotional material.
- b. Smoking is not allowed on the premises
- c. Students should be dropped off and picked up within 30 minutes of their scheduled time.
- d. Students and their siblings should be on their best behavior while at Under The Sun Studios. **Students are expected to treat each other, parents, teachers, and staff with respect.** Parents, please do not allow children to run, yell, or play in the halls, restrooms, or other parts of the building, or allow them to enter the lobby without parental supervision
- e. These policies are subject to change without advanced notice. A copy of the most current policy sheet is always available for you in the lobby.

I, the undersigned, agree that I and any students I am responsible for understand and will abide by the above policies.

Please Print Your Name:

Last: _____ First: _____

Customer's signature:

Date:

_____ / /



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