

# POLICY FOR WEBCAM STUDENTS OF CANDACE MCCOY

(As of July 2007)

## 1. STANDARD TUITION RATES for four weekly lessons in a month:

- **Tuition for half hour lessons is \$90.00** per month, and the **tuition for hour lessons is \$172.00** when paid with your credit card on our website. Payment for the month is due on the first lesson of the month during the first week of the month. For example, if your lesson is on a Wednesday each week, and the first Wednesday falls on the 5<sup>th</sup> day of the month, payment through your credit card needs to be made on or before this day. If payment is made on the 8<sup>th</sup> of the month or after, a \$10.00 late fee charge will be due.
- **Discounts Available When Paying by Check** for four weekly lessons in a month: **Tuition for half hour lessons is \$86.00** per month if paid with a check and the **tuition for hour lessons is \$164.00** if paid with check. Checks **MUST** be postmarked by the 5<sup>th</sup> day of the month to receive the discount. Checks postmarked on the 6<sup>th</sup> day of the month or after will be considered late and an addition \$10.00 late fee charge will be due.
- **If you have lesson credit(s) left over from the previous month:** Payment for the balance of the month's tuition needs to be made by the 7<sup>th</sup> day of the month if paid by credit card on our website, or postmarked by the 5<sup>th</sup> day of the month if sent by mail. A \$10.00 late fee will be added after the above mentioned dates.
- **An additional 5% discount will be given when a student purchases at least eight lessons in advanced.**
- McCoy's Music gives lessons on the 1<sup>st</sup> through the 28<sup>th</sup> day of the month. **When your lesson day falls on the 29th, 30th, or the 31st, of a month, (a fifth lesson in a month), NO lessons are given on these days.** Not taking a fifth lesson in a month occurs every third month and allows some extra practice time for that week.

2. **TUITION POLICY:** Tuition fees are the same set fee every month regardless of how many lessons are attended or missed by the student, (you are paying for the timeslot as it is reserved just for you). There are no credits given on cancellations for any reasons, **except for tuition variables, (see below).** A \$20.00 fee is charged for checks returned for insufficient funds. It is impossible for McCoy's Music to give makeup lessons due to the large number of students that we have.

## 3. TUITION VARIABLES:

- When there are less than four lessons in a month because of national holidays: The tuition for the month will be decreased by **\$22.50** for a half hour lesson and **\$43.00** for an hour lesson when paying through **credit card**. If paying by **check** decrease tuition by **\$21.50** for a half hour lesson and **\$41.00** for an hour lesson.
- If a student has an extended absence of missing 3 consecutive weeks in a row then payment for two of those weeks will need to be paid to reserve the same time slot and notice must be given before the absence. For absences of 4 weeks or longer, 50% of payment will be paid to reserve the slot and notice must be given before the absence.
- If you know you are going to miss quite a few consecutive lessons, you can elect to give up your slot without paying for it, and then come back and schedule a new time slot.
- If I, (Candace McCoy), miss a lesson due to my vacation, traveling, or illness, then the tuition will be adjusted accordingly.

## 4. **TWO FREE LESSONS to Students of McCoy's Music for New Referrals !!!**

We will give you two free half hour lesson credits when you refer someone that has not taken lessons in the past from John or Candace McCoy, as long as the new student signs up and has paid for at least two lessons. Referral students must mention your name at the time of sign up. There is no limit to free lessons for referrals as long as we have open time slots to fill. Non students or ex-student referrals will receive their choice of one free lesson or a \$25.00 check from McCoy's Music in appreciation for the qualifying referral.

## 5. Waiver of Liability and Release Form:

It is possible, (**but very rare**), to experience various joint or tendon problems from playing a musical instrument. Also, McCoy's Music is careful about sending safe music files over the Internet, but McCoy's Music is not responsible for the above mentioned, and it is the responsibility of the students or student's family to exercise good judgment and to take responsibility for your health and your computer.

## 6. **I have read and fully understand the above policies, and the Waiver of Liability and Release Form.**

Please print student's name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Student must be at least 18 years old, otherwise parent or legal guardian must sign—policy must be signed and sent to McCoy's Music by the time that the second lesson is taken via e-mail or standard mail)