

1. Registration

Lesson is HALF hour, once a week 4 times a month. Payments will only be in YEN. Payments will be paid only in cash to the office or the instructor or credit card via Paypal.

A. Payments. A one time Registration fee of 5,000 yen is paid when the schedule has been confirmed and lessons will begin. Half hour session is 6,500 Yen. once a week, four times a month. Bills will be handed out two weeks before the end of each month. Cash payments will be sent back in envelope with the payment indicated for the month. There will be no refund on tuition if student terminates lessons during mid month. All payments must be made in advance on the last lesson day of the previous month. A grace period of two weeks will be given for late payments after which it will be considered delinquent payment and a late fee will be tagged on.

B. Security Deposits. An Initial one month security deposit is required upon registration to secure slots that go unpaid without notification of quitting. This deposit is either refunded or applied to last month's tuition upon a ONE MONTH ADVANCE NOTICE OF TERMINATION. All efforts will be made to contact student if there is a series of absences without payment. Failure to give a month's notice will result in a non refundable deposit. Deposits not refunded at the office within three months of termination will be deemed nonrefundable.

C. Late Payments. A 1000 yen late fee will be tagged on the monthly payment when a notification is sent out about a delinquent payment either by phone, email or letter.

D. Discounts. the following discounts are available.

A. Class discount- cases where student is taking two classes, 300 yen will be deducted from the second class. Group class of siblings will avail of the 300 yen discount.

B. Bring a Friend Discount – if an enrolled student refers another student to enroll with the school, the enrolled student will get a 5%

2. Tardiness.

Students who come to a lesson late will not have additional time added to the end of the lesson to compensate for their tardiness because it will affect the next student in line. Students who are late for half of their assigned lesson time will be considered a no show and the teacher will be allowed to leave or start the next student early.

3. Cancellations, Rescheduling, and Make up Lessons.

A. Cancellation Policy. Due to the difficulty of arranging make up classes due to the teachers' schedules, room availability, and the students' daily activities, no prorates will be made to the following month. Only 50% will be charged for the lessons missed and no makeup class will be arranged. Each class will cost 815 yen... 50% of one class price for half hour sessions. In an hour

class, the price will be 1,560 yen. In situations where the school cancels, we will arrange a makeup class or a substitute teacher will be assigned to teach the class. If you wish to have a makeup lesson, full payment will be made and every effort will be made to arrange a makeup class. It is required that we ask flexibility in the student's schedule to fit in a makeup class. Only in times of sickness of the student is consideration given on a case by case basis. Please use common sense in sending in your child if they are sick.

There will be no makeup classes for issues not concerning the student, example sibling is sick, car trouble, no ride to class, gate closure, called into work, traffic. Please be aware, the payment is also reservation for the time the instructor specifically keeps for lessons for you. Extended vacations will require 50% payment to save the slot. No reservation fee will result in loss of slot.

B. One lesson cancellation/ Teacher cancellation It is the student's responsibility to arrange a make up lesson. Last minute cancellations and no shows are regrettably forfeited. There will absolutely be no prorates or re scheduling for lessons cancelled not concerning the student, example, parent is sick, no ride to lessons, sibling is sick, etc. A make up lesson will be rescheduled. If the teacher is not available, a substitute teacher will provide the make up lesson. In the case of the teacher canceling, a makeup lesson will be arranged.

****A SCHEDULED MAKE UP CLASS CAN NOT BE AND WILL NOT BE RESCHEDULED .**

C. Long term cancellations. In cases of extended absences, the school will not hold your slot. A 4 week absence is considered long term and will result to the cancellation of the student's enrolment unless a reservation fee is paid. The reservation fee is 50% of the tuition for an increment of 4 weeks. This reservation fee will not be applied to the tuition upon the return of the student. A no show of lessons for over three weeks will automatically forfeit the deposit and cancel enrollment of the student. Those who wish not to pay the reservation can keep their deposit intact and come back to what schedule is open.

D. Holidays. The school will be open during Japanese and American holidays. The only holidays the school will close is Thanksgiving and two weeks for the December break which will be announced by the director. The school will also be closed if a Japanese and American holiday fall on the same day. Thanksgiving holidays and other holidays except for the December break will be given a make- class. December break is prorated.

E. Typhoon conditions. The school and the Kadena USO will officially suspend classes when it is Typhoon Condition One (TC-1). Lessons cancelled due to the said condition will be rescheduled at a convenient time for the student and teacher.

4. Books

It is the student's responsibility to purchase any book that may be used in class. Books from previous teachings may also be used.

5. Assessments

Parents wanting their children to take piano lessons as young as 3 and 4 will undergo an assessment period of a maximum of three lessons. Payment for assessment will be 1000 yen for each assessment lesson of 30 minutes. Assessments are done to determine the child's concentration and memory retention. All Assessments will be done by the director. Piano is the only instrument to start at a very young age. Appropriate age to start any other instrument would be 8. If the child exhibits potential to study a musical instrument. The assessment fee will be credited to his registration fee

6. Walk ins

The studios will have walk in classes for those with erratic schedules. No deposit is needed for this but payment must be made before the class is held. A 24 hour phone call is needed for a walk in class to avail of open slots of the teacher the next day. A Walk in class will be 3,000 yen each class, held only at the Studios.

7. Termination

Termination of lessons will be given no less than one month prior. There will be no refund for pre paid lessons during any month if cancelled without one month notification.

8. Recitals

Recitals are held twice a year, one for piano and another for guitar. This is not mandatory but is highly encouraged. Information regarding recitals will be handed out by the director.