

PAMELA MOORE VOCAL COACHING POLICY AGREEMENT

PAYMENT AND CANCELLATION POLICY

TUITION: Advance payment is always required to secure a time slot or booking schedule. Tuition is considered ongoing and due on or before the last paid day of your lesson package. Tuition due date does not change in the event of a rescheduled lesson. (Tuition renewal “stays in place” no matter if lesson has been rescheduled.)

Advance Payment Options offered upon request.

CANCELLATIONS: There are NO credits or make up lessons given for cancellation or no shows. No refunds are offered. Make up lessons may be arranged at instructor’s discretion. Advance payment secures your day and time slot. You must use lessons within said time period unless otherwise mutually agreed upon with the instructor. A 'no-show' will be charged as a lesson. Cancelled or missed lessons will NOT be rolled over into the next month. However, if you need to cancel, a 48-hour notice must be given and instructor will try to reschedule lesson “IF” time is available. If instructor must cancel lessons will be rescheduled.

VACATION/ABSENCES: A 30-day notice is required for vacations or long-term absences and advance payment must be made to reserve your day and time slot, upon your return.

TERMINATION: A 30-day notice must be given if either party decides to terminate ongoing future classes. Coaching is the instructor’s livelihood; therefore, bookings are essential to guarantee steady income. When the time comes you must cancel future lessons, a 30-day notice must be given via email and last month’s tuition paid in full.

This Agreement entered into as of _____ signed by:

Student Name (sign)

Parent/Guardian (sign)

Student Name (print)

Parent/Guardian (print)

Instructor – Pamela Moore