

Central Baptist Church Music Academy (CBCMA) Lesson Policy  
2016-2017 (Traditional School Year)  
Jeff Germain, Instructor

**Registration**

A yearly registration fee of \$15 payable to Central Baptist Church is due at the beginning of the the second month of lessons for each student.

**Tuition**

Tuition for lessons at Central Baptist Church Music Academy (CBCMA) is \$75 per month. Payment for the month is due in full at the first lesson of each month. Please note that CBCMA *does not* operate on a “pay per lesson” basis. The same monthly rate is applicable regardless of how many lessons are attended by the student. Though the yearly average for lessons will be four lessons per month, the number of lessons may vary from month to month depending on the calendar and holidays observed. CBCMA will follow all holidays observed by Wake County (Traditional Year) Schools.

**Materials**

Students will supply their own instruments and music as recommended by teacher when necessary.

**Make Up Lessons**

Make up lessons will be made available if the instructor (Jeff Germain) has to miss. If a student has to miss, and notifies the instructor within 24 hours prior to the scheduled lesson, the student will be given the opportunity to make the lesson up within the same or the following month calendar. If nothing can be scheduled by the following month, the make up will no longer be available. Missing a make up lesson except in the case of serious emergency will forfeit the lesson.

**Payment Options**

Cash and checks are accepted. Credit Cards and PayPal are also accepted with a 4% processing fee. Please make checks payable to “Jeff Germain”. Payment is due at the first lesson of each month, regardless of the number of lessons the student plans to attend. There will be a one week grace period for payments. Failure to remit payment by the second lesson of the month will result in a \$15 late fee (a total payment of \$90 for the month). If payment is not received after 3 weeks, lessons will terminate and the slot will be made available to another student. The unpaid balance and late fee of course, will remain due. Once cleared, lessons can then be reinitiated dependent upon availability.

**Summer Months**

In light of family vacations “Pay Per Lesson” is allowed during July and August by request.

**Cancellation of Lessons**

Should you choose to terminate lessons, a 30 day *written* notice is required to avoid paying for an additional month. (i.e. not having lessons in May requires a notice no later than April 1).

Student or Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_