

INSTRUCTION FEES & POLICIES

30 MINUTE SESSIONS	\$35 per lesson • \$140 per month
45 MINUTE SESSIONS	\$50 per lesson • \$200 per month
60 MINUTE SESSIONS	\$65 per lesson • \$260 per month
Every year during the Christmas and New Years Holiday, there will be a 2 week break and tuition will still be due.	

PAYMENT POLICY

- During the first lesson of each month, the student is requested to pay for that full month's tuition in advance.
- If you miss a lesson for any reason, makeups will not be given. (consider the 5th lesson of a 5 week month as your makeup)
- If your lesson falls on Thanksgiving or the 4th of July, you will be given a credit towards the next month's tuition.
- Payment may be made by cash or check, whichever is most convenient. Make checks payable to DKS Productions. To use a credit card, you may pay with **PAYPAL** (an additional 3% will apply). email: don@dksproductions.com
- If payment is not received before the 3rd lesson of the month, instruction will cease until payment is made.
- Students are responsible to pay for all lesson materials. I will suggest the appropriate materials needed for individualized instruction, and the student is responsible for acquiring them.

CANCELLATION POLICY

- If you have to cancel a lesson, I require a 48 hour notice. Cancellations must be made by telephone or in person, and not by email. You can leave a message at DKS Productions: (510) 727-0932, any time of the day or night to leave a cancellation notice. *Students who miss a lesson and do not call 48 hours in advance will be charged for that lesson.*
- If circumstances do not allow you to call and cancel until the actual day of your lesson, I would appreciate it if you would let me know of your absence by calling my cell phone: (510) 912-5982.
- If you miss a lesson for any reason, makeups will not be given. (consider the 5th lesson of a 5 week month as your makeup)
- If I am forced to cancel a lesson due to traveling, illness, or a performance, you will be given a credit towards the next month's tuition.
- I must add that it is unacceptable to cancel a lesson because you think you have not practiced enough that week. If for some reason you were away from your piano and could not practice at all, you should still attend your lesson. There is always something new to learn!