

The Collins Studio, LLC

Studio Policies

Welcome

Thank you for choosing The Collins Studio, LLC for your performing arts/music education. These policies are here to keep lessons consistent and fair for every family in the studio, and to protect the time set aside for your child (or you) each week. Please read them over and reach out with any questions.

Lesson Scheduling

Lessons are scheduled at a consistent weekly day and time, held for the student for the duration of the term/semester. Rescheduling within a given week is not guaranteed and depends on availability.

Cancellation & Makeup Policy

Cancellations must be made at least 24 hours prior to the scheduled lesson time. Lessons canceled with less than 24 hours' notice will forfeit the lesson credit and will not be made up.

Exceptions to the 24-hour notice requirement:

- Illness of the student
- Illness of a parent/guardian
- Illness of the teacher
- Emergencies

In these cases, a makeup lesson will be offered at a mutually agreed-upon time, based on availability.

Tuition & Payment

Payment is due prior to the scheduled lesson time. Lessons may not be attended until payment has been received. Payment is processed through fon.com.

Communication

The best way to reach The Collins Studio is info@collinsmusicstudio.com — email/text/studio app]. Please allow up to [RESPONSE TIME, e.g., 24-48 hours] for a response.

Practice Expectations

Consistent progress depends on regular practice between lessons. Students are asked to practice [FREQUENCY/DURATION, e.g., "at least 4 days per week"] to get the most out of their time in lessons.

Holidays & Studio Closures

The studio follows a set academic calendar and is closed on the following dates: [Christmas, Thanksgiving, 4th of July, and Memorial Day]. Classes are just cancelled on these days as they are built into the calendar.

Withdrawal Policy

Families wishing to discontinue lessons must provide [NOTICE PERIOD, e.g., "30 days"] written notice. Tuition already paid for scheduled lessons within the notice period is non-refundable.

Acknowledgment

By signing below, I acknowledge that I have read and agree to the studio policies outlined above.

Student Name: _____

Parent/Guardian/Student Signature: _____

Date: _____