

Jimmy Collins Guitar Studio

305 Indian Trail, Wendell, N.C. 27591

Phone: (919) 210-6498, email: jimmylc@jimmycollinsstudios.com

jimmycollinsstudios.com

Studio Policies and Procedures

If you have internet access, please visit the above website for a complete description of my services.

Contact Information:

Email is the preferred method of contact. Please refer to the contact option on the above website or simply send a message to jimmylc@jimmycollinsstudios.com. I can also be reached--or a message left for me--on my cell phone **919-210-6498**.

Scheduling: All lessons are private with 2 options for scheduling and payment*.

Option 1: Reserved monthly lessons, same day and time each week

1/2 hour each week - \$100 per month

1 hour each week - \$180 per month

Beginning October 1, 2019 new students will be required to pay an additional monthly travel expense fee of \$15. This will not affect existing students prior to October 1, 2019.

In order to reserve a month, payment must be received no later than the first lesson of the month unless previous arrangements have been made. In any case payment not received by the 7th day of the month without prior agreement will generate a reminder to pay. Payments after the 8th will include a late fee of \$10.00. When you reserve a month of lessons the reservation is for that month only unless advance payment is made for up to 3 months. **IDO NOT GIVE REFUNDS** so please make sure you can attend for the scheduled month before signing up. In any event please notify me as soon as you know you will have a conflict. Unavoidable circumstances happen and I am willing to work within reason to see that you get the lessons you desire.

Option 2: Individual single lessons

Single 1/2 hour lesson - \$30

Single lessons are payable at the time of the lesson and will be dependent on the slots available for any given week and must be scheduled at least 24 hours ahead.

Cancellations and Make-up Lessons:

If you to have cancel a lesson for any reason I require 24 hours notice in order to qualify for a make-up or credit.** Make-ups may be requested for the following reasons: sickness or medical emergency, death in the family, work schedule or child related activity with 24 hours notice. Credit for a qualifying missed lesson is issued if a make-up can't be scheduled. I do not charge for missed lessons if any of the following occurs: vacations for which I have at least 4 weeks advance notice or any occasion when I must cancel. Nonetheless, if you know in advance that you will miss a paid lesson, I ask that you please let me know as soon as possible.

* I accept cash or checks (local banks only). Please make checks payable to Jimmy Collins.

** Credit for paid lessons missed because of qualifying reasons will be applied in the next month's fee.

Questions? Please don't hesitate to ask about anything else that may come up. I'm here to help you learn your instrument, and will work with you to do everything I can think of to assure your success.

Thank you.