

## Mateo Gloistein's Music Lesson Policy

### Tuition:

- **Monthly tuition is based on the number of lesson days in each month times my \$50/hour rate.** (Example 1: Your lesson day is Monday and there are 4 Mondays in current month; Tuition for that month will be \$100 for a 1/2 hour lesson. Example 2: Your lesson day is Tuesday and there are 5 Tuesdays in current month; Tuition for that month will be \$125 for a 1/2 hour lesson).
- **Payment is due at the last lesson of the month for the following month.** (Example: October lesson payment is due at the last lesson in September). Timely payment ensures your lesson time will be reserved. If you are absent for the last lesson of the month please mail your payment for the following month to: **Mateo Gloistein - 131 W. 7<sup>th</sup> Street, Media, PA 19063**
- Tuition may be paid by personal check or cash. A \$25 fee is charged for returned checks. **Please make checks payable to Mateo Gloistein.**

### Absences & Make-Ups:

- At least **24 hours notice must be given for any cancellation**, including an excused absence. If less than 24 hours notice is given, the lesson cannot be rescheduled.
- I do not teach on any of the following holidays: New Years Eve, New Years Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Halloween, Thanksgiving, Christmas Time (see calendar for dates). **My schedule does not account for any other federal holidays, school-specific vacations or after-school activities.** Students are not eligible to make-up any lessons they miss due to these conflicts, unless a student uses an excused absence.
- Any lesson cancelled by me will be made-up.
- Lessons that are missed due to "Acts of God", i.e.; snow, flooding, sickness, car problems, etc. are not considered excused absences.
- **Students are permitted 1 excused absence every 3 months.** Make-up lessons must be scheduled and completed within 1 month of the missed lesson.
- In addition to excused absences, if you are unable to make a lesson for any reason and you give me at least 24 hours notice, I will be happy to schedule a make-up within a week of the missed lesson, if I have any open times available. *In this situation, the make-up will be done as a courtesy and as my schedule allows. It will not be considered an excused absence. Please understand that there is no guarantee that my schedule will afford me the time to offer a make-up under these circumstances.*
- Once a date has been agreed upon for a make-up, this time may not be rescheduled.

I always do my best to accommodate my students. Please feel free to contact me at any time with any questions or concerns.

Regards,  
Mateo Gloistein  
*Piano Teacher*

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