

1. Registering. Lessons are either an hour or half hour classes once a week 4 times a month. Payments will only be in yen. Payments will be paid only in cash to the office or the instructor or credit card via Paypal.

A. Payments. A one time Registration fee of 3,000 yen is paid when the schedule has been confirmed and lessons will begin. Hour classes, once a week, four times a month is 11,025 Yen. Half hour session is 6,300 Yen. Bills will be handed out two weeks before the end of each month. Cash payments will be sent back in envelope with the payment indicated for the month. There will be no refund on tuition if student terminates lessons during mid month. All payments must be made on or before the first lesson day of the month. A grace period of two weeks will be given for late payment after which it will be considered delinquent and a late fee will be tagged on.

B. Security Deposits. An Initial one month security deposit is required upon registration. This deposit is either refunded or applied to last month's tuition upon a ONE MONTH ADVANCE NOTICE OF TERMINATION. Failure to give a month's notice will result in a non refundable deposit. Deposits not refunded at the office within three months of termination will be deemed nonrefundable.

Late Payments: A 1000 yen late fee will be tagged on the monthly payment when a notification is sent out about a delinquent payment either by phone, email or letter.

3. Tardiness. Students who come to a lesson late will not have additional time added to the end of the lesson to compensate for their tardiness because it will affect the next student in line. Students who are late for half of their assigned lesson time will be considered a no show and the teacher will be allowed to leave or start the next student early.

4. Cancellations, Rescheduling, and Make up Lessons. Tuition is based on the "time slot" (student is buying the time reserved by the teacher for the student) and not the attendance. To maximize your course of instruction and progress, regular attendance is expected. Your enrollment reserves a specific time. To avail of a make up lesson, a 24 hour advance notice is required. All Cancellations or rescheduling by Kadena USO students should be directed to the Sunset Music School and not to the teacher or the Kadena USO. Failure to do so may result in lost lessons. It is the student's responsibility to arrange a make up lesson. Last minute cancellations and no shows are regrettably forfeited. There will absolutely be no prorates for lessons cancellations not concerning student, example, parent is sick, no ride to lessons, sibling is sick, etc. A make up lesson will be rescheduled. If the teacher is not available, a substitute teacher will provide the make up lesson. In the case of the teacher canceling, a make up lesson will be arranged or a prorated will be applied to the following month. There will absolutely be no loss on the student's part when the teacher cancels.

5. Long term cancellations. In cases of extended absences, the school will not hold your slot. A 4 week absence is considered long term and will disenroll the student unless a reservation fee is paid. The reservation fee is 50% of the tuition for an increment of 4 weeks. This reservation fee will not be applied to the tuition upon the return of the student. A no show of lessons for over three weeks will automatically forfeit the deposit and disenroll the student. Those who wish not to pay the reservation can keep their deposit intact and come back to what schedule is open.

6. Holidays. The school will be open during Japanese and American holidays. The only holidays the school will close is Thanksgiving and two weeks for the December break which will be announced by the director.

7. Typhoon conditions: The school and the Kadena USO will officially suspend classes when it is Typhoon Condition One (TC-1) and will be prorated the following month or made up if there is a fifth week.

8. Books. Material used for instruction shall be recommended by the teacher. It is the student's

responsibility to purchase any book that may be used in class. Books from previous teachings may also be used.

9. Assessments: Parents wanting their children to take piano lessons as young as 3 and 4 will undergo an assessment period of a maximum of three lessons. Payment for assessment will be 1000 yen for each assessment lesson of 30 minutes. Assessments are done to determine the child's concentration and memory retention. All Assessments will be done by the director. Piano is the only instrument to start at a very young age. Appropriate age to start any other instrument would be 8. Discretion will depend on teacher if any younger.

10. Walk ins. The studios will have walk in classes for those with erratic schedules. No deposit is needed for this but payment must be made before the class is held. A 24 hour phone call is needed for a walk in class to avail of open slots of the teacher the next day. A Walk in class will be 3,000 yen each class, held only at the Studios.

11. Termination. Termination of lessons will be given no less than one month prior. There will be no refund for pre paid lessons during any month if cancelled without one month notification.

12. Recitals. Recitals are held twice a year, one for piano and another for guitar. This is not mandatory but is highly encouraged. Info regarding recitals will be handed out by the director.

I have carefully read and understand the policies set before me by the Sunset Music School.