



Ukulele Jams Policies

1) TUITION

- a. A 2-month minimum tuition payment is due upon the time of registration.
- b. Tuition is always collected 1 month ahead of the following month.
- c. **Tuition is due between the 23rd and the last day of each month**; the last 7 days of the month for the following month. No Exception
- d. **Only credit cards or cash is accepted.** No checks will be accepted. Please fill out the attached form if you choose to pay by credit card.

- 2) **LATE FEE** – A late fee payment of **\$15.00 per week** will be assessed to your tuition if your payment is not received by the last day of the month. You have 7 days to drop off your payment or make payment online at www.ukulelejams.com

3) TIME OFF FROM LESSONS

- a. **If possible, please give at least one month notice** if you will not be at class; two weeks at minimum.
- b. If a student needs to stop lessons for a period of time, (3 weeks or so) please see me to make arrangements for your return.
- c. It is the student's responsibility to check for new material during his/her absence. He/she is responsible to make up the work and check to see if there was anything new.

- 4) **REFUNDS** – Absolutely no refunds will be given.

- 5) **MONTHS WITH 5 WEEKS**- There are about 5 or 6 months out of the year that have a 5th week. For example, if you have a lesson on Sunday, some months have 5 Sundays, you will not be charged for the 5th lesson. Instead, please consider it a free lesson for the days that we are closed for performances, events, etc.

CALENDAR – All students **MUST** check the Ukulele Jams online calendar at least once a week. It is the student's responsibility to check the calendar before attending any event or lesson. All changes to events, lesson dates, etc., will be posted on the calendar. www.ukulelejams.com (click on calendar)

- 6) **SAFETY** - Ukulele Jams is not responsible for any illnesses or injuries that may occur on the premises before, during or after lessons. Ukulele Jams is not responsible for you or your child's safety once the lessons are over. It is the parent's or guardian's responsibility to pick up your child on time.

Please choose all that apply:

- 1)___I would like to participate and play in events, functions and concerts, Our annual festivals
- 2)___I don't want to participate in either and understand that my tuition will be increased .

Minimum requirements

Whenever there's an event, ie: Ukulele Jams Festival , Ukulele Jams Spring Concert, Ukulele Jams Christmas Show
Everyone will be required to sell the minimum requirement (10) Tickets and volunteer for the function.
Everyone is required to volunteer 10 hours a year (including PARENTS!)

Remember I do this for:

- 1) Ukulele Jams
- 2) My Children
- 3) To have fun and at the same time Keep the cost of tuition down
- 4) Take pride in what I do
- 5) Aloha
- 6) I can keep getting specials on tuition when there is a special
- 7) For the love of Music and the Hawaiian Culture

I have read and understand the policies. I understand if I didn't read the policies that it is my fault if I just signed it.
If you have any questions or concerns, please give me a call at
(408) 709-0733 or email me at admin@ukulelejams.com and I will get back to you as possible.

Signed_____Date_____