



CLARKSVILLE SCHOOL OF FINE ARTS

### **Payment and Lesson Policy**

The following is CSOFA's Payment and Lesson Policy. We will adhere to these policies and exceptions will only be made at the discretion of management.

#### **Standard Students**

1. **Tuition Payment** is due for next month the First day of the month invoiced. I.e. February Tuition is due the first day of February. Payment received later than the 10<sup>th</sup> of the month will be subject to a 5%.
2. **Ending Lessons:** When ending classes we require at least 1 weeks' notice prior to the new month when you are ending lessons with a CSOFA Instructor. Failure to do so will result in a charge of half a month's tuition. I.e. If you are no longer wishing to take classes in June you must inform the school 7 days prior to June 1<sup>st</sup>.
3. **Cancellations:** If you need to cancel a lesson for whatever reason please let us know at least 24 hours prior to lesson.
4. Tuition payment reserves your timeslot for the month not a certain number of lessons. This ensures that your timeslot will always be available for your student.
  - a. Student cancellations: are not subject to refunds or credit for the following month. Although we will attempt to have a makeup time, this is not guaranteed.
  - b. Teacher cancellations: will result in a rescheduled makeup date or credit.
  - c. Holidays or breaks: We will attempt to have a makeup day or event to make up for the lesson but will not be credited. An event may consist of a party or a performance event or activity the student will not have to pay for out of pocket.
5. You may choose to Pay Per Lesson (PPL) but your schedule will be changed to a "Schedule as you go" not a specific time every week. This price is slightly higher than tuition students. If changing from Tuition to PPL you must inform CSOFA no later than the last full week of the current month. You may not make this change in the middle of a paid month.

### **Payment Options**

The following options are available for payments due to CSOFA:

**CashApp by Square (Preferred)** - If you do not have the CASHAPP please contact us before signing up to Cashapp. Make payment to \$cpsfinearts (George Huff)

**Cash** - Cash is always good. Cash paid directly to CSOFA and a receipt will be given for cash payments.

**Check** - Checks are accepted and should be payable to CSOFA. All checks should be given to the home office or sent via mail to CSOFA at: 910 Lindsey Dr. Clarksville, TN 37042

**Online and Autopay options** are available using your login information at [www.mymusicstaff.com](http://www.mymusicstaff.com). If you do not have your login, contact the school and they will send you a login link to create a login. Note: There is a 5% processing fee added to this payment option.

**PayPal** - If you wish to pay via PayPal simply text or email me your PayPal email address and I will send out an invoice to be paid. Note: There is a 5% processing fee added to this payment option.

**IMPORTANT** – Our instructors do NOT accept tuition payments personally. All payments are to be made to our main studio. This is to protect our instructors and our students in the case of lost or stolen payments. Receipts are available upon request.

#### **Assumption of Risk**

The Client agrees that their participation in Fine Art Lessons, Performances or company sanctioned events is voluntary. Furthermore, the Client agrees to assume any risk associated with participating in the event, and releases Clarksville School of Fine Arts from any and all claims of loss or damage that may arise during the Client's participation. Such releases are without

limitation, and include attorneys’ fees, personal injury, property damage, and any other losses or damages suffered by the Client.

**Total Indemnification**

The Client agrees to indemnify and hold Clarksville School of Fine Arts harmless against any and all claims of loss or damage, including damage to personal items be it Real or Chattel, caused during or by their participation in Lessons, Performances or company sanctioned events whether cause by an act of God or Force of nature or other participants.

**Personal Well Being**

The Client hereby warrants that they are physically fit and capable of participating in Fine Art Lessons, Performances or Company sanctioned Events without undue risk.

**Right to Cancel**

Clarksville School of Fine Arts maintains the right to deny the Client’s participation in Fine Art Lessons, Performances or Company sanctioned Events if they deem that participation would risk loss or damage to any party.

**Applicable Law**

This waiver agreement shall be governed by the laws of Tennessee. Any legal proceeding, claim, or lawsuit related to the Client’s participation in Fine Art Lessons, Performances or Company sanctioned Events shall take place exclusively in courts located in Clarksville, Tennessee.

**Acknowledgment**

The Client agrees that this waiver agreement shall remain in full force and effect without modification, and that participation in Fine Art Lessons, Performances or Company sanctioned Events is pursuant to the terms of this agreement.

**Student Contact Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

A one-time Non-Refundable Registration Fee of \$20 is required in order for student to be attend classes.

CSOFA has my permission to post images of myself/my student on any and all of their advertising material and/or social media sites via any medium available including but not limited to Website, YouTube, Facebook etc.

CSOFA does **NOT** have my permission to post images of myself/my student on there advertising material and or social media sites.

By signing I, \_\_\_\_\_ confirm that I have read, understood and agree to  
(Print first and last name.)  
(If student is a minor, a Guardian)

the CSOFA Student Information, Payment and Lesson Policies, Payment Options and Waiver.

Signature \_\_\_\_\_

Date \_\_\_ / \_\_\_ /20\_\_\_