



Policies and Procedures

Welcome to Jeff Asselin's Drum Academy - where experience matters!!

I would like to take this opportunity to thank you for your business and to outline some basic policies and procedures that are taking effect as of September 1, 2017. If you have any questions or concerns regarding any of these policies please feel free to contact me at your earliest convenience.

Fees

Fees are priced as either one-hour (\$50) or half-hour (\$30) sessions. Lessons must be paid one month in advance and all payments are due and payable on the first lesson of each month. Fees are payable by cash, email transfer, or cheque. A late payment fee of \$15 will be applied to all accounts that are not paid by the 15th of each month (unless other arrangements have been made). Please do not deduct future absences from your payments, these lessons will be rescheduled according to the make-up policy (see below).

A \$20 service charge is applied for payments returned "NSF".
Please make the cheque payable to: Jeff Asselin

Lesson Times

Please note that most lessons are scheduled in succession and I am not always able to accommodate you should you arrive earlier or later than your scheduled lesson time.

Commitment

Should you wish to discontinue your lessons, simply advise your instructor one week prior to the commencement of the next month. There is no partial refunds for lessons that are discontinued during the current month.

Rescheduling of Lessons (Make-up Policy)

Only 4 make-up lessons will be rescheduled or credited into the next billing cycle. Make-up lessons will be given only if there is 24-hour notice of a cancelled lesson. If 24 hours is not given, you will be charged for the lesson. Any lesson cancelled by your instructor will be rescheduled, with exception of statutory holidays. If lessons are not able to be rescheduled the lesson will be credited to your account on the next billing cycle (Note: crediting lessons is only used as a last resort).

Referral Program

If you have any friends or family members that would be interested in taking drum lessons please feel free to give out my name and number. For every successful student referral you will receive a free drum lesson.

Receipts

Please let me know if you require receipts for personal tax purposes. All tax receipts will be printed in January/February.

Holidays

Jeff Asselin's Drum Academy will be closed on the following dates:

September 4: Labour Day
October 9: Thanksgiving
October 31: Halloween
December 22 through Jan 8: Christmas Break
February 19: Family Day
March 12-16: March Break
March 30: Good Friday
April 2: Easter
May 21: Victoria Day
July 1: Canada Day

Parking

Parking is available in the driveway on the left-hand side (behind my Kia Sorento). You may also park in front of the house on the street.

Scholarships

I am very excited to announce that Jeff Asselin's Drum Academy will be awarding two scholarships in 2017 (June). These one-time scholarships will be between \$500-1000 each and the recipients will be announced in late May/early June 2017. Please refer to the website for additional information and registration. Scholarship will be given to two exemplary students; one who is registered in a University or College level music program and the other will be given to a student who is registered in any other field of study (not music).

Allergies

Our clients' safety is our top priority! Please inform your instructor if you suffer from any food related allergies.

Contact Information

Jeff Asselin – Owner/Operator
4 Willowview Way, Nepean, ON, K2J2S3
613-853-DRUM (3786)
info@jeffsdrumacademy.com

I have read and agree to these terms:

_____ (print name)

_____ (signature)

_____ (date)