

COREY COLMEY
drum instruction

Re: New Lesson Policy

Effective Date: May 1, 2010

Dear Parents and Students,

I am writing to inform you of my **newly enforced** payment and cancellation policy for drum lessons. Beginning May 1st, 2010, **all** students will be required to pay for lessons **a month in advance**. This will ensure your slot is held for you every week.

Also, there will be a strict cancellation policy beginning on May 1st, 2010 as well. If you need to miss a lesson for any reason, you must notify me within 24 hours of your start lesson time to receive a makeup lesson. Failure to do so will result in a forfeit of your lesson payment, and the option to make it up.

Most of you are already aware of my policies, and have been abiding by them. If this is new to you, please be advised that these are just some of the many facets to running a sustainable private teaching practice. I am very sorry for any inconvenience this may cause, and I look forward to more continued success with you and/or your child in drumming.

Sincerely yours,

Corey Colmey