**Studio Information**

**for Adults**

**Lesson Scheduling**

* Lessons are agreed upon and scheduled by studio quarterly. Payments are due at the end of the month for the following month.
* Reschedule lessons using the online scheduler at least an hour in advance.
* In the event of a teacher cancellation, rescheduling will be done at least an hour before the lesson time via the online scheduler. Email notification will be sent via the online scheduler.
* No refunds or credits will be given for a cancelled or missed lesson.

**Online Scheduler**

* Access to the online scheduler:
  + The email sent with suggested lesson times will have a link stating “view appointment details”. Click it and a new page will pop up with a button on the right labeled “Register for an Account”.
  + After registering, rescheduling can be accessed through the studio website under “Scheduling”. On the right, there is a link labeled “Log in”. After logging in, lesson times and dates will populate the screen.
  + Another option is to go to gfms.acuityscheduling.com. On the right will be a link labeled “Log in”. After logging in, lesson times and dates will populate the screen.
* Reschedule lessons by clicking on the lesson needing rescheduling. A calendar will appear with bold dates containing available times. Click on the preferred date and the available times will appear. Click on the preferred time and then click on reschedule.
* Email reminders will be sent approximately 18 hours before the lesson.

**Payment Information**

* Credit cards are accepted through PayPal. Checks and cash are accepted at the lesson. Checks may be mailed to the studio.
* Payment after the 7th of the month is considered late and will be charged a $30 late fee.
* All payments are nonrefundable.

**A La Carte Rates**

* 30-minute lesson - $50 (per lesson)
* 45-minute lesson - $70 (per lesson)
* 60-minute lesson - $90 (per lesson)