



## SCHOOL GUIDELINE

Dear Students:

- The lesson fee\* is to be paid monthly and is due on the first day of your lesson of the month. Please make the check payable to Sachiyo Ito and Company.
- A \$25 registration fee is required. After an absence of 6 months the registration fee must be paid again.
- An alternative day for cancellation can be arranged with more than a week advance notice, but if other parties in the class cannot agree, your fee will be forfeited.
- Cancellation for a private lesson less than 24 hours cannot be accepted. Full payment of the fee is required.
- A formal bow to sensei, and your friends of the class at the beginning of a lesson as you say "Onegaishimasu," and another bow at the end of the lesson with "Arigato gozaimashita" are to be practiced.
- Observe punctuality. Come early enough to change so you start on time.
- If you are late a few minutes, do not join in silence. You must bow to Sensei and friends, not interrupting the flow during the instruction, and join in the lesson.
- Late comers after 15 minutes should only observe the class.
- The Salon Series are for you as well as for the general public. Make your best effort to attend, admission is \$10.
- Parents can wait downstairs or in the dressing area/ foyer, but not in the dance space; except children are under 7 year's old during the lesson.

Thank you.

For Adults and Children Over 13 years of Age  
Duration of the lesson is one hour.

Monthly Class Fee: \$100 (4 hours);

Monthly Private Lesson Fee: \$170 (4 hours) and \$100 (2 hours)

All monthly fees must be paid in advance, at the first lesson of the month.

-Late payment after more than a week will incur an additional \$5 to your fee.

-If one private lesson in the month is the only way you can continue, the fee is \$55.

-If canceled less than 24 hours prior to the private lesson, the fee will be forfeited.

-The fee of the month cannot be carried over to the following month.

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For Children Under 8 Years Old  
Duration of the lesson is half an hour.  
The fee for one private is \$20; class is \$15.

For Children 8-12 Years Old  
Duration of the lesson is 45 minutes.  
The fee for one private is \$25; class is \$20.

-If canceled less than 24 hours prior to the private lesson, the fee will be forfeited.

-The fee of the month cannot be carried over to the following month.

Sign below to indicate that you understand and agree to the guideline above.

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**Name (printed)**

**Signature**