



July 9, 2021

Beloved students (and parents) of the School of Future Arts:

I am glad to report that the school is growing and that great things are happening here, but with new growth we have a need to enact new policies regarding tuition and attendance. When the SFA opened last year and the schedule was lighter it was easier to make accommodations for each student's preferences, but as the schedule is getting denser it is increasingly clear that a cohesive policy is necessary. So, for the August 2021-July 2022 season, the new tuition and attendance policy is as follows:

- I. Tuition for all lessons in each calendar month must be paid in advance before the first lesson of the month. No lessons will be given before payment is made.
- II. Payments can be made by cash, check, or card. Card payments will have a 5% processing fee. All checks must be made out to Justin Freeman.
- III. In the case of an excused absence, tuition can be credited to a future or rescheduled lesson (if time for a reschedule is available), but in the case of an unexcused absence, tuition can be neither credited to a future lesson nor refunded.
- IV. An unexcused absence is any absence which is not excused. Absences are excused if:
 - a. a full week's notice is given prior to the absence, or
 - b. the absence is caused by the unexpected illness or medical event of the student or anyone living with the student and notice is given at least an hour before the lesson is scheduled to begin, or
 - c. there is some other emergency. Whether or not there has been an emergency will be determined at the SFA's sole discretion on a case by case basis.
- V. To give notice of an absence, you must do one of the following:
 - a. Tell me in person at the studio, or
 - b. Call my landline number at (706) 839-3600 and, if I am not available, leave a message, or
 - c. Send an email to me at justin@schooloffuturearts.com
- VI. Calling or texting my cell phone is not recommended because I have poor reception away from the studio and cannot guarantee your communication will be received in a timely manner.

Remember: when you pay tuition, you are paying to reserve a time slot. The SFA is growing, and there is demand for slots. We can't allow those slots to go unused and unpaid when there might be other students waiting in line. Also, if adequate notice of an expected absence is not given, I will show up at the studio regardless of whether the student appears or not, which can pose a considerable burden.

It has been a distinct honor, privilege, and pleasure to do business with all of you. Thank you so much for your patronage with The School of Future Arts, and I look forward to having a spectacular new season!

Sincerely,

Justin Freeman
Headmaster
The School of Future Arts