

LUCAS CHRISTIAN ACADEMY

PRIVATE LESSONS AND SERVICES CONTRACT BETWEEN PARENT/STUDENT AND INSTRUCTOR

I. Purpose of the Lessons

The Lucas Christian Academy (LCA) private lessons and services program exists as a means for all students to better their abilities and skills by working with a professional specializing in a discipline.

II. Eligibility

Lessons may only be offered at LCA to current LCA students who are in good standing with the school.

III. Cost per Lesson

The instructor will determine the cost of each lesson or service. LCA does not receive money from students, nor disperse payment to private lesson instructors.

IV. Payment Responsibility & Schedule

All private lesson or service payments are the student's responsibility and must be paid in advance. Payments are made directly to the private lesson instructor. Instructors will not teach a lesson for which payment has not been received. Instructors are responsible for tracking lesson payments and must issue a receipt for payments made by the student. Non-payment, returned checks, or repeated late payments are grounds for dismissal from the private lesson program. Accurate reporting of all fees collected for lessons/services is the instructor's responsibility for tax (IRS) purposes.

V. Lesson Schedule

Lessons are only allowed outside of academic instructional hours, either before school begins or after school has been dismissed for the day. Lessons may also be offered on Tuesdays or Thursdays. Lessons at LCA will not be permitted on weekends or during school holidays and breaks.

VI. Attendance Policy

Students must give at least 24 hours notice for all canceled lessons to receive credit for future or make-up lessons. Failure to do so will result in a defaulted lesson. Students will be charged the regular lesson rate for each defaulted lesson. Instructors will not be required to make up any defaulted lesson. In the event of an emergency, the lessons may be cleared of default status if a reasonable attempt to notify could not have been made. In such cases, notification must be made at the earliest possible time. The Director who oversees the program will have the final word on all such determinations. If a student is late for a lesson, the instructor is under no obligation to extend the lesson beyond the normal ending time or to make up for the lost time at a later date. If an instructor is late for a lesson, the instructor must either extend the ending time or make up the lost time at a later date. If a student is unable to contact the instructor to report a cancellation, the student may notify the Director if and only if he/she has attempted unsuccessfully to reach the instructor. The same policy/procedures will be in place for instructor cancellations, with one exception. If the instructor gives 48 hours' notice, the cancellations may be reported to the Director to be relayed to the student.

VII. Private Teaching Staff

Private instructors will adhere to all LCA policies and procedures. Instructors must uphold LCA's Statement of Faith and Statement on Marriage and Human Sexuality. The Director will supervise all aspects of the private lesson program. All private lesson instructor have undergone a criminal history background check and Ministry Safe training.

VIII. Indemnity

LCA is not responsible or liable for any disputes between the contract party and the instructor and cannot be sued in part or in whole. All disputes must be resolved independent of Lucas Christian Academy.

By signing below, I acknowledge that I have read the above contract and do hereby wholly understand and agree to its terms and conditions in their entirety.

Student Name: _____ Signature _____ Date _____

Parent Name: _____ Signature _____ Date _____

Instructor Name: _____ Signature _____ Date _____