

Mountain View

Luthier School & Guitar Works LLC

School Policies

This packet contains the following Mountain View Luthier School's Policies:

- Shop Policies
- Housing Policies
- Dismissal & Dispute Policies

Please review the information contained below, and feel free to contact us any questions, special needs or other concerns, at (360) 305-0278 or info@mountainviewluthierschool.com.

Then, please sign and date this form, and return it with your registration packet. We look forward to working with you!

R.J. Fulton
Bill Soderlind
Mountain View Luthier School

Student Signature & Date:

I have read and agree to the attached policies.

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SHOP POLICIES

- Respect the instructors and the facilities
- Students are responsible for cleaning up their workspace and returning tools to their proper place at the end of each workday
- An instructor must sign out hand tools and specialty tools. The person who has signed for the tool is responsible for its return
- There is no shop access outside of normal shop hours or when an instructor is not present
- Respect and take care of the tools
- Tools are not allowed outside of the shop area or off school property
- Attendance and punctuality are the student's responsibility. If absence is not prearranged with an instructor, the lost time will not be made up
- There is absolutely no smoking inside school property. There are designated smoking areas outside of the school. Please dispose of butts in the proper receptacle
- There is no alcohol use during shop hours
- Absolutely no illegal drug use or possession on school property
- If a student is believed to be under the influence of an intoxicant during shop hours they will be dismissed for the day. Lost time will not be made up
- Students are responsible for daily shop cleanliness to the instructor's satisfaction. For everyone's safety, please clean up after the use of any station or power tool
- Students will be held accountable for the misuse/abuse of any of the school's tools outside of normal use and wear & tear
- Theft of any kind will not be tolerated, and will constitute police involvement
- The school will not take responsibility for missing or damaged personal property of students
- Instructors should be made aware of any existing medical conditions/medications that may create an unsafe environment with regard to power tool usage

Above all, the shop is here to benefit you. Your respect or lack thereof will directly affect the quality of work and safety of you and your fellow students. Please be considerate of these facts at all times.

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HOUSING POLICIES

- Residential students are equally responsible for maintaining clean and orderly housing conditions at all times. Visitors and/or potential students may view student housing without notice. There will be a weekly inspection, and on-site students will be held equally responsible for any offending conditions. Shop work will cease, and will only resume when housing conditions are rectified to the instructor's satisfaction. Lost shop time will not be made up. Refusal to clean will result in docked shop time, and potential eviction from school accommodations or dismissal from school.
- Be respectful and courteous to your house mates. Keep music and television within reasonable hours and levels. Clean up after yourself in the kitchen, common areas, and in the bathrooms.
- Keep alcohol consumption within a responsible, respectful level.
- Non-prescription drugs are not allowed on school property
- There is no smoking of any kind in student housing
- No weapons of any kind are allowed on school property. Threats or violence will not be tolerated, and will result in police involvement and dismissal.
- Overnight guests are not permitted. Alternate arrangements must be made for visitors.
- Pets are not permitted in student housing.
- Mountain View practices energy conservation. Turn lights and heat off or down when leaving housing. Keep doors and windows closed during fall and winter months.
- Students are responsible for their own groceries, laundry and laundry supplies, garbage and recycling. Students will provide their own paper goods (both kitchen and rest room) and disposable kitchen supplies. Mountain View will provide bedroom linens and towels, although students may prefer to bring their own. Students are responsible for washing and maintaining their linens and towels, whether they are personal or school property.
- Students living on-site will be held accountable for any damage to student housing.

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DISMISSAL POLICY

Mountain View considers the following to be sufficient justification for dismissal of a student:

- Non-payment
- Physical abuse of school property
- Theft or non-accidental damage
- Refusal to cooperate with instructors or schedules
- The abuse of alcohol or non-prescription drugs while in attendance at the school
- Flagrant disrespect of Mountain View rules of conduct and policies

DISPUTE RESOLUTION POLICY

Written submissions from all parties concerned will be requested, the complaint will be reviewed and necessary investigation will be conducted. A written decision outlining the justification for the decision will be provided to all submitting parties.

If the dispute remains unresolved an unrelated third party mediator will be brought in to arbitrate between all parties. The mediator's decision will be regarded as final and binding to all parties concerned.

EARLY TERMINATION

There is a 10% discount on tuition paid in full with registration. Students registering for more than one month receive a discounted monthly tuition rate, based on their term of study. If the term of study is terminated early, discounts will be reassessed and the student will be charged tuition rates based on their actual term of study. If tuition was paid in full, Mountain View will issue the student a refund using the following formula:

$$\begin{aligned} & \text{[Intended Term of Study (in months)} \\ & \quad \times \text{Discounted Monthly Tuition Rate]} \\ & \text{Less [Actual Term of Study (in months)} \\ & \quad \times \text{Actual Monthly Tuition Rate]} \end{aligned}$$

If the student is paying on a monthly basis, any difference in tuition will be due when studies are terminated.