

Teacher Policies for Private In-Person and Online Instruction

Financial responsibility

The costs for four (4) half hour private lessons are \$100 / month (\$25 per lesson), paid previous month before the next month starts (i.e., payment of \$100 due in March for April). One-hour lesson is \$50/hr. and will be \$200/month upfront. Cost includes instruction, Internet, and postage costs.

Payments

1. Payments can be made via Zelle, PayPal, Check or Cash
2. **All lesson fees are due in advance** of your first lesson. Should you continue with your lessons, all fees are due on the 5th lesson (prior to the 1st lesson in the next set).
3. If payment is not made by your 5th lesson, your lesson time will be opened up for other students.
4. There are **NO REFUNDS** on unused or cancelled lessons.
5. Lesson credits **CANNOT** be transferred from teacher to teacher.

**** Add \$10 if I will be driving to a teaching location or to another location (house – not at LMA).**

Make-up Lessons, Cancellations, and Fees

Students, Parents, or Instructor must give 24-hour notice for the cancellation of class (or 1-2 hours for emergencies). If a 24-hour notice is given, the lesson will be made-up at a time convenient to both student and teacher. **Otherwise, no make-up lesson will be given.**

**** (If cancellation is after 24-hour of your scheduled class, a \$10 fee be applied for ½ hour lesson and \$20 for a one-hour lesson).**

Refunds

LESSON CANCELLATION POLICY

1. Cancellation of a lesson must be made **AT LEAST** 24 hours prior to the scheduled lesson time in order to receive a make-up lesson (*for definition of a make-up lesson, please see below*). This includes leaving messages on the answering machine or eMail.
2. No shows or failure to notify the school/teacher within 24 hours is considered a forfeited lesson.
3. No more than 2 cancellations per set of 4-5 lessons, depending on weeks in the month.
4. If you know of dates ahead of time where you/your child cannot make a lesson, please notify me when booking/paying for your lessons.
5. There are **NO** refunds on unused or cancelled lessons.
6. Should you choose to take a break, unused lessons can be banked for you for a period of 3 months. Unused lessons after that time will be considered forfeited.
7. Credits **CANNOT** be transferred from teacher to teacher
8. Should you decide to stop taking lessons altogether, please give your teacher 2 lessons notice. **(Two weeks please)**

Make up lessons

1. Any lessons cancelled at least 24 hours ahead of the scheduled lesson will receive a make-up lesson at a time convenient to both the teacher and the student. This makeup lesson will not be skipped over or added to the end of the set of 5 lessons.
2. Typically, make-up lessons take place at an alternate time/day within the week. In some cases, the make-up lesson will be added after/before the original lesson time, enabling the student to have an hour lesson.
3. Make-up lessons not used after 3 months will be considered forfeited
4. A make-up lesson can be booked with your teacher directly

Teacher must confirm all schedule changes with students

Parents / Adult students will communicate with the teacher (call/e-mail/text) 24 hours in advance for any change in schedule, not day of the lesson (unless extreme emergencies come up).

**** (If cancellation is after 24-hour of your scheduled class, a \$10 fee be applied for ½ hour lesson and \$20 for a one-hour lesson).**

Teacher responsibility

Teacher is responsible regarding Content and any equipment during in-person or Online lesson(s) with students.

Teachers and Students must wear appropriate attire while teaching.

Practicing / Other Notes

Students should practice five to six times a week, preferably ½ - 1 hour a day (beg. Student) or 1-2 hours a day (or more); For intermediate to Advanced students, to see results in their performance and their ability to improve rhythms to intermediate / advanced level(s).

Name _____ Birthday _____

Street Address _____

City _____

State _____ Zip _____

Phone _____

E-mail: _____

Day contact name and number _____

Evening contact and number (if not same as above) _____

I have read and agree to the teacher policy provided above:

Signature _____ Date _____

Owner Signature _____ Date _____

