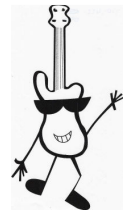


STUDENT'S NAME: _____



LESSON POLICY CONTRACT

FOREWARD:

- When a student undertakes lessons, the student is undertaking a responsibility: a responsibility to show up on time for lessons, to bring all materials, to practice, to pay on time, and to notify Braswell Music of cancellations and termination of lessons.

PRACTICE:

- All students are encouraged to prepare for each lesson. For maximum benefit, students must devote appropriate practice time as prescribed by the instructor.
- Progress without practice is impossible.

TARDINESS:

- Students arriving 15 minutes after their scheduled lesson time will be taught at the discretion of the instructor.

INSTRUCTOR ABSENCES:

- Instructors are required to give students at least 1 week notice in the event of any instructor absences.
- In the event of an instructor absence, a credit will be issued to the student.

LESSON MATERIALS:

- Students are responsible for bringing their instrument, notebook, instruction books, and all related material and hand-outs to each and every lesson as designated by the teacher.

LESSON PRIVACY:

- Lessons are given on a "one to one" basis. Parents are welcome to sit in on lessons, but encouraged to allow students to learn in a student-teacher environment.

PRICE AND PAYMENT:

- All lessons are \$20.00 per ½ hour, except Brass lessons, which are \$22.00 per ½ hour.
- Payments are monthly, **in advance** due on the first lesson of the calendar month.
- Lessons **will not** be given to students that owe for a previous lesson until payment is received.
- Consistently overdue accounts must provide a credit card number to be kept on file.
- Payment is required upon lesson enrollment.

HOLIDAYS/INCLEMENT WEATHER:

- Our lesson schedule does not follow your school calendar. Private lessons will not be held on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- In the case of inclement weather, please call to verify lesson cancellation.

ABSENCES:

- Lessons cancelled on the same day for **any reason** (including illness) are **forfeit**.
- **24 hour notice required** for lesson reschedule.
- **One excused lesson absence per month.** All other lessons will be charged, regardless of advance notice.
- With 24 hours notice of the cancellation, one rescheduled lesson per month is offered as a courtesy. The time can only be made up within a month following the cancellation.
- Rescheduled lesson times are solely based on the teacher's availability. Canceled make-ups cannot be rescheduled.
- Please inform **the Braswell Music front desk (NOT the instructor)** of any scheduling issues.
- Please inform us of a predetermined absence prior to payment (only 1 absence per month).
- **No refunds at any time.** Credits will be issued only in the case of instructor absence.
- Two consecutive absences may result in removal from schedule.
- As a courtesy to the teacher, we require 2 weeks notice if you terminate your lessons. You will be considered an active student on our schedule until we are notified of a change.
- Lesson scheduling issues after business hours? No problem! Just call and leave a message on our automated voice-mail system!

**I have read the entire lesson policy as written above.
I understand it completely and agree to abide by it fully.**

Student's signature _____

Date _____

* Parent/Guardian signature _____

Date _____

* if under 18