



Vanessa Green Guitar Studio Private Lesson Policy, Effective October 2018

1. Price: Students shall pay a flat rate monthly charge for private guitar lessons. The flat rate for lessons is determined by the length of each lesson:

- Bi-Weekly 30 minute lessons: \$50/month
- Weekly 30 minute lessons: \$100/month
- Weekly 45 minute lessons: \$150/month
- Weekly 60 minute lessons: \$200/month

Students must commit to one of the above choices, but may purchase and schedule additional 1/2 hour lessons for \$25 if there is schedule availability.

2. Lesson Cancellation and Make Up Lessons: In order to receive make up lessons, students must notify the instructor of the cancellation through text, email, or phone call within *24 hours* of the scheduled lesson. Students may be granted up to *3 make up lessons every 3 months* for weekly lessons, and *1 make up lesson every 3 months* for bi-weekly lessons. Every week the instructor will offer a designated period for make up lessons. Make up lessons may also be available during the instructor's empty slots, and are offered at the instructor's discretion. The instructor is *not* responsible for making up lessons in which the student is absent without *24-hours* notice. The instructor is *not* responsible for making up student initiated cancelled or missed make up lessons.

3. If there are Five Calendar Lessons in a Month: Weekly students must come to all five lessons in the month. If a student is in need of a make up lesson and has given 24-hours notice, a fifth calendar lesson in the preceding, current, or proceeding month shall serve as the make up lesson. The fifth calendar lesson of a preceding, current, or proceeding month shall also serve as a make up if the instructor cancels a lesson due to holidays, illness, performances, vacation, or emergencies.

4. If the Teacher Must Cancel: If the teacher must cancel a lesson, notice will be given to the student as soon as possible. If a teacher must cancel a lesson, the student will be offered a make up lesson. The instructor may use a fifth calendar lesson for weekly students, or a third calendar lesson for bi-weekly students in the preceding, current, or proceeding month as a make up.

5. No Call-No Show Lessons: No make up lessons or monetary credit shall be granted to students missing lessons without prior notice.

6. Bi-Weekly Students: Only certain times on the instructor's schedule are reserved for bi-weekly lessons. Weekly lesson times are not for bi-weekly lessons. If there are three calendar lessons in a month for bi-weekly students, the third lesson of the preceding, current, or proceeding month shall serve as the make up given that the student has provided 24-hours notice of missing a lesson. The third calendar lesson of a preceding, current, or proceeding month shall also serve as a make up if the instructor cancels a lesson due to holidays, illness, performances, vacation, or emergencies.

7. Students Discontinuing Lessons: Students must give the instructor *one month's* notice for discontinuing lessons.

8. Instructor Discontinuing Lessons: Should the instructor need to initiate the discontinuation of lessons with a student for any reason, the instructor will provide the student one month's notice of the discontinuation. If the instructor is unable to provide a month's notice for teacher initiated discontinuation, the student will be granted a refund for paid lessons that will not be taught.

9. Attendance and Punctuality: Students will be assigned a scheduled weekly or bi-weekly lesson time. Any lessons taught outside the assigned time will be considered as a make up lesson. Students must arrive on time to lessons in order to receive the full time for the lesson. The teacher is *not* responsible for teaching beyond the scheduled end time for lessons in order to accommodate tardiness.

10. Charges for Other Events: Other events offered at Vanessa Green Guitar Studio are charged separately and not included in the cost of private lessons.

I, (Student/Guardian) _____ understand and agree to follow the lesson policy at Vanessa Green Guitar Studio. Date: _____