



TABITHA ROBINSON

CLARINET LESSONS | POLICIES AND PROCEDURES CONTRACT

FEES

TUITION

Tuition is collected on a monthly basis according to the rates below. Payment is due at the first lesson of each month. If payment is not received, students may lose their lesson time to others who are on a waiting list for lessons.

Tuition covers the cost of lessons only. It does not include additional materials recommend such as music books. It also does not include any recital fees. Finally, it does not include the cost of an instrument, though I am happy to assist students in choosing an appropriate instrument for rental or purchase. Payment can be made in the form of cash, check, money order, or online payment.

LATE FEE

Following the payment deadline (your first lesson of the month) and a one-week grace period, a \$5 late fee will accrue for each week payment is not made.

LESSON FEES (TUITION)

30 Minute Lessons: \$30.00 per lesson

60 Minute Lessons: \$50.00 per lesson

*Monthly total will depend on the number of lesson days that month. Four to five lessons are expected each month unless previously discussed. Summer totals will vary due to band camps, vacations, etc.

ATTENDANCE POLICIES

GENERAL

- Private lessons consist of a fixed number of lessons per month for which the student pays in advance. The final lesson may be a performance.

- Students who are 10 minutes late for a 30-minute lesson or 20 minutes late for a 60-minute lesson will be considered to have forfeited their lesson. This will be considered an unexcused absence and the instructor is under no obligation to make it up. If running late, please call/text. Communication is vital.
- Failure to notify the instructor of needing to miss or reschedule a lesson less than 24 hours in advance, with the exception of unforeseen emergencies, will forfeit the lesson.
- If a student wishes to discontinue lessons, a 14-day notice will be required. The student will be financially responsible for the lessons scheduled during those 14 days from the date the notice is given, even if the student chooses not to attend the lessons.

MAKE-UP LESSONS POLICIES

- Make-up lessons will be granted for excused absences only. An excused absence is a lesson missed due to illness, extreme emergency or death in the family, provided the student gives the instructor notice by email or phone call at least 24 hours prior to the scheduled lesson. Notification of unforeseen emergencies such as an accident, sudden medical emergency, etc. will be evaluated on a case by case basis.
- Unexcused absences will not be refunded or made-up. If a student is late, the instructor is under no obligation to extend the lesson. If I am late, I will either extend the lesson time or re-schedule the lost time.
- Students are responsible for paying for all lessons regardless of student or instructor attendance. Lessons not completed by the end of the month due to instructor absence will be credited to the student's future lessons.
- If a lesson is canceled or forfeited by the student for any reason, the instructor may then schedule another lesson in the absentee time slot. The instructor is under no obligation to notify the parent or student who forfeits the lesson of the substitution. If the original student's schedule changes and they are able to attend the cancelled lesson, it is subject to the instructor's schedule.
- Lessons cancelled due to inclement weather will be made-up at no additional cost.

PRACTICE

Regular practice is an essential element in refining musical/artistic talents. In order to receive the full benefit of instruction, students are expected to practice daily at least five days a week. Students taking 30-minute lessons should practice a minimum of 30 minutes each day (beginners may practice about 20 minutes) and students taking 60-minute lessons should practice a minimum of 60 minutes a day.

Legal Guardian's Signature: _____ Date: _____