

## **Michelle Monette Music Lesson and Coaching Policy**

Please read the following policy carefully and sign at the bottom of the document. By signing and submitting this policy, you are agreeing to all of the terms outlined.

### **Lesson and Coaching Procedure**

Lessons and coaching sessions are held in person in Ottawa, Ontario, as well as online using Zoom.

I provide my students with all of the material they need, including exercises, sheet music, audio, and video. Students are also welcome to bring any of their own books, courses, or material they would like to work on, and I will gladly incorporate them into my lesson plan.

I hold my teaching and coaching sessions back-to-back, so it's important to show up on time so you can have the full hour you're scheduled for. I won't keep my next student waiting if the previous one shows up late and loses session time as a result.

All of the tools and material needed for the session should be within reach and ready to use before we begin.

### **Lesson Length and Frequency**

Weekly lessons and coaching sessions will occur at the same time and on the same day each week.

One-time lessons and coaching sessions can be scheduled as a student needs. The specific day and time will depend on my availability.

All sessions are an hour (60 minutes) in length. This is so there is enough time to fully explore what we're working on.

### **Lesson and Coaching Rates** \* Please note: rates are subject to change at any time.

<b>Type</b>	<b>Cost Per Hour</b>
<b>Weekly Lessons</b>	<b>\$70</b>
<b>One-Time Lesson</b>	<b>\$80</b>
<b>Weekly Coaching</b>	<b>\$90</b>
<b>One-Time Coaching Session</b>	<b>\$100</b>

## Payment Policy

Students enrolled in weekly lessons or weekly coaching must pay for all of the sessions they have scheduled for the month. Payment must be made via online money transfer and is due on the 1<sup>st</sup> of each month.

Students who sign up for a one-time lesson or coaching session must send payment via online money transfer a minimum of 24 hours before the scheduled meeting time.

## Attendance Policy

Students enrolled in weekly lessons or weekly coaching must pay for every session whether they attend or not. There are two reasons for this:

- 1) I keep my roster of students small so I can give my absolute best to the musicians I work with. If I take on a student, I need to know I will be paid for the time I have set aside for them. This will provide me with a basic level of financial security so I can provide the best possible lessons and coaching to my students.
- 2) Students are more likely to show up to each of their sessions and to take them seriously when they are on the hook financially. This means students have a much better chance of getting the most out of their experience with these sessions—and with music—as a result.

If any student needs to miss a scheduled session and would like to reschedule it for another day, they are welcome to do so as long as they provide a minimum of 24 hours notice. If there is not enough time provided, or if they simply do not show up to their session, then they forfeit both their time and their session fee.

## Summer Sessions

Weekly students who want to keep the same session time they have during the fall, winter, and spring must schedule a minimum of 4 one-time lessons or coaching sessions during the summer months (July and August). These sessions must be scheduled ahead of time and paid for all at once prior to the end of June.

Students who wish to continue weekly lessons or coaching during the summer, but who will be away on vacation and will only need to miss a session or two, can be removed from the schedule at no cost on those days provided notice is given before the end of June.

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Students who choose to withdraw from lessons and coaching for the summer must notify me before the 3<sup>rd</sup> week of June. Doing so means there's no guarantee they will be able to get the same day and time once they re-enroll in the fall.

### Withdrawal from Lessons and Coaching

If a student wishes to withdraw from weekly lessons or coaching, they must give at least 2 sessions paid notice from their next scheduled session. For example, if a student withdraws from weekly lessons on or before Tuesday the 1<sup>st</sup>, and that was the day of their lesson, they would have two more lessons left after that, one on the 8<sup>th</sup> and one on the 15<sup>th</sup>.

*I reserve the right to discontinue lessons or coaching with a student at any time.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_