

## **Michelle Monette Music**

### **Lesson Policy**

Please read the following policy carefully and sign where indicated at the end of the document.

#### Lesson Length and Frequency

Lessons are offered on a weekly basis and can be 30 minutes or 60 minutes in length. They are scheduled for the same day and time each week and are given online through Zoom.

Students interested in intermittent lessons will be scheduled at my discretion and will be required to pay an additional scheduling fee of \$5 per half hour lesson and \$10 per hour lesson.

#### Lesson Rates

30 Minutes = \$30

60 Minutes = \$60

\* Please note that lesson rates are subject to change at any time.

#### Payment Policy

Currently only online money transfers made prior to the lesson will be accepted. Students are strongly encouraged to pay for multiple lessons at a time (for example, paying for all of the lessons in a month, or for 4 at a time).

Gift Certificates must be used within one year of the date of purchase and are non-refundable and non-transferable.

#### Attendance Policy

If a student cannot attend their scheduled lesson, **a minimum of 72 hours' notice must be given** (for example, a student scheduled for 5:00pm on Thursday would have to notify me before 5:00pm on Monday). If there is not enough time provided before cancelling for any reason, or if the student simply does not show up, then they still must pay for my time. If I am provided with enough notice, then the student will not be charged.

Michelle Monette Music  
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Students are asked to show up to their lesson on time. This ensures that they get to have the full amount of time that they have booked. Lessons are held back-to-back and I will not keep the next student waiting if the previous student shows up late and loses lesson time as a result.

### Summer Lessons

If a student wishes to retain the lesson slot they have during fall, winter, and spring, then they must schedule a **minimum of 4 lessons** during the summer months (July and August). These lessons must be paid for all at once prior to the end of June.

Students who choose to take the summer off must provide **at least 2 lessons paid notice from their next scheduled lesson** before withdrawing for the summer.

### Withdrawal from Lessons

If a student wishes to withdraw from lessons, then they must give **at least 2 lessons paid notice from their next scheduled lesson**. This means that if a student withdraws 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 with a student at any time.

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

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