

## **Michelle Monette Music**

### **Lesson 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 Procedure

Online lessons are held using the video conferencing application Zoom. During lessons, I use a combination of two different webcam views, screen sharing, real-time demonstration, and preexisting original material.

All of the tools and material—including any personalized material I have sent ahead of time—needed for the lesson should be within reach and ready to use before we begin. For guitar students, this includes having their guitar already tuned.

Students are welcome to bring any books, courses, or material they would like to work on, and I will gladly incorporate them into my lesson plan.

Students are asked to show up for their lesson on time. Lessons are held back-to-back and I will not keep the next student waiting if the previous one shows up late and loses lesson time as a result.

Students are encouraged to take notes throughout the lesson so they can remember—and put into action—what we discussed. Any questions about the material can be submitted via email, or discussed at the beginning of the next lesson.

#### Lesson Length and Frequency

Standard and personalized weekly lessons can be 30 minutes or 60 minutes in length, and are scheduled for the same day and time each week.

Personalized non-weekly lessons can also be 30 minutes or 60 minutes in length, but can be scheduled by a student as needed. The specific day and time will depend on my availability, and no guarantees will be made that a non-weekly student will be able to obtain the same day and time whenever they book a lesson.

## Lesson Rates

Lesson Type	Cost for 30 Minutes	Cost for 60 Minutes
Standard Weekly	\$30	\$60
Personalized Weekly	\$40	\$80
Personalized Non-Weekly	\$50	\$100

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

## Payment Policy

Payment must be made via online money transfer at least 24 hours prior to the scheduled lesson. 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).

## Attendance Policy

**Weekly students must pay for every lesson whether they attend or not.** There are two reasons for this:

- 1) The time I have available to teach is limited, so if I take on a student, I need to know I will be paid for that time. This will provide me with a basic level of financial security so I can provide the best possible lessons to my students.
- 2) Students are more likely to show up to each of their lessons 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 lessons—and with music—as a result.

One (1) makeup lesson will be offered per quarter (within a three-month period). A **minimum of 24 hours notice** must be provided in order for a make up lesson to be scheduled. If there is not enough time provided, or if the student simply does not show up, then a makeup lesson will not be offered for the missed lesson time. Please note that make up lessons not used within a quarter **will not** roll over to the next one.

Non-weekly students will always be offered a make-up lesson as long as a **minimum of 24 hours notice** is provided. If there is not enough time provided, or if the student simply does not show up, they forfeit their lesson time and the lesson fee.

## Summer Lessons

If weekly students wish to retain the lesson slot they have during fall, winter, and spring, they must schedule a **minimum of 4 lessons** during the summer months (July and August). These lessons 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 during the summer, but who will be away on vacation and will need to miss a lesson or two, can be removed from the schedule at no cost on those days **provided notice is given before 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 weekly lessons, they must give **at least 2 lessons paid notice from their next scheduled lesson**. For example, 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>. Students must pay a two-lesson deposit before they begin weekly lessons, which will be used to cover these last two sessions.

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

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

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