

Richard Williams Music Lessons Policy Agreement

Thank you for hiring me to help you/your child improve their skills with music! In order to be clear about expectations as we begin, I ask that all Students/Parents read and sign the agreement below. Please let me know if you have any questions.

Payment

Lessons are \$30 for 30 minutes, \$40 for 45 minutes, or \$50 for an hour. Students are required to pay for the month's lessons **by the 5th of that month**. Check or cash is accepted but the Venmo app is preferred. A request for payment will be sent at the beginning of the month from the Venmo name @richardwilliamsmusic and the Student simply needs to accept the request. Failure to pay past the 5th day of the month will result in a **15% late fee** in addition to the monthly tuition.

Missed Lessons/Makeup Lessons

Students must indicate if they will need to miss any lessons for the month by the 5th. After this time, no refunds will be issued for lessons cancelled by the Student. However, if a lesson is cancelled more than **24 hours in advance**, the Student will be given the opportunity to schedule a makeup lesson at no extra charge. Additionally, if a lesson is cancelled less than 24 hours in advance due to illness or emergency, the Student may schedule a makeup lesson if desired. Lessons cancelled by the Student with less than 24 hours' advance notice for any other reason will be billed and may not be rescheduled.

I will make every effort to inform Students by the 5th of the month of any weeks I am not available; however, I reserve the right to cancel lessons at any time. In the case of cancellations less than a month in advance, every effort will be made to give as much advance notice as possible and a refund will be issued for the missed time.

Discontinuing Lessons

A Student may decide to discontinue lessons at any time, but no

refunds will be issued for the monthly tuition after the 5th of the month.

Student Commitment/Progression

In my personal and professional teaching experience, I have found the **most important** factors for being successful in music are a proactive attitude and practice. Music takes years to develop, and while I can guide and instruct, it is the **Student** who is primarily responsible for the speed and progress of their journey. In fact, carving out time to practice regularly and consistently is **absolutely key** to ensure progress and success. Knowing this up front can help decrease Student frustration and the likelihood of discontinuing from lack of progress. As we start working together, I ask that the Student commit to practicing at least 1.5 - 2 hours a week in order to maintain progression.

I'm glad you've decided to work towards improving your skills in music, and I'm excited to work with you and see your progress!

Date _____

Richard Williams

I have read and agree to all the terms of this Music Lessons Policy Agreement:

Date _____

Student/Student Guardian
