

East Mesa School of Guitar Teaching Agreement

*(An adult student or parent/legal guardian must review this document in its entirety and then fill out the form at the bottom of this webpage acknowledging they have read and agree to the listed policies. **This document review must be completed and submitted before instruction begins.**)*

This is an agreement between (name) _____ and East Mesa School of Guitar for music instruction.

Tuition and Scheduling

- Lessons run weekly (unless other schedule options are determined) and are charged as a monthly tuition.
- Tuition amount varies depending on the program/format you choose. In the event of a tuition increase, you will receive at least 30 days advance notice.
- Tuition for the upcoming month is due by the last class of the current month. If you are unable to attend your last class of the month, arrangements should be made to pay outside of your class time by the due date to secure your session slot for the month. A \$10 late fee will be charged for all late payments.
- **No lessons will be taught if full payment for the month has not been received.**
- Tuition is non-refundable.
- Classes should finish a couple of minutes before the scheduled time to allow for a smooth change over between classes.
- All sessions regardless of format will start and end on time.
- Holidays – 12 monthly tuition payments have been calculated based on a 46-week year. The remaining 6 weeks will typically be used during holiday seasons such as Spring Break, 4th of July, Fall Break, Christmas / New Years and nationally observed holidays. Also, our team members will periodically travel to teaching conferences throughout the year.
- Lessons that fall on public holidays are not scheduled allowing students to be with family and friends and are not typically made up. (see above)

Materials/Equipment

- Proper equipment is essential to the learning process. Each student is required to provide their own instrument, picks (if required), electronic tuner, instrument strings, and instructional book(s) (if assigned by instructor).
- Other equipment may be required based on individual needs, and may be assigned at the instructor's discretion.

Missed/Cancelled Lessons

- Class space and time is reserved for students when they schedule themselves. If the student cannot be present in class the allocated time does not necessarily change. Consequently, **no refunds will be given for students missing classes, whatever the reason.** This includes general illness, holidays outside of the normal school holiday periods, conflicts with other interests/activities, and transportation issues. **However, as a courtesy, you may be able to attend another class time provided we receive a minimum of 24-hour's notice and have an available slot in the schedule.** If the class cannot be rescheduled within one week of the original class date, the class session is forfeited.
- We reserve the right to discontinue instruction due to repeated absences, cancellations or lack of progress due to insufficient practice.
- If the student wishes to cancel enrollment a **withdrawal form must be filled out and submitted by the 15th of the month PRIOR to discontinuing enrollment.**
- If the student does not wish to attend classes for the remainder of time after submitting the withdrawal form tuition for those classes is forfeited.
- In the rare event the school must cancel a class due to illness or other reasons, class content will be provided in written, audio, video or any combination thereof to work on at home.

Copyright and Redistribution

- East Mesa School of Guitar reserves ownership and rights to ALL course materials (written, audio and video). These materials are for student use only. No redistribution, copying or sharing of provided materials is allowed without prior written permission from East Mesa School of Guitar.
- All ownership and copyrights of any film, audio or photos captured during classes for learning and/or promotional materials are maintained by East Mesa School of Guitar.

We look forward to working with you. If you have any questions, concerns, or comments, please contact us at 480-600-7349 or by email at contact@eastmesaguitarlessons.com