

Heather Lewin
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Private Lesson Policies

- Payments for the entire month should be made on or before the 7th of the month. A \$10 late fee will be charged for payments made after the 7th of the month.
- One lesson may be canceled in a month, if necessary. Please inform me of upcoming cancellations when paying for lessons at the beginning of the month. Additional cancellations (more than one in a month) must be paid for, or the student will be removed from the schedule & placed on a waiting list until another spot opens up. Lessons canceled with at least 24 hours advance notice may be rescheduled, time permitting.
- Cancellations must be made a minimum of 24 hours in advance. Please call me directly to cancel or reschedule a lesson. I'm pretty busy & I sometimes go days without checking my email, so please call me instead of emailing or you might be considered a late cancellation.
- Lessons canceled less than 24 hours in advance, for ANY reason, will be charged the full lesson price. (i.e. If you call at 8:01pm on Monday, and your lesson is at 8pm on Tuesday, it will be considered a late cancellation). Late cancellations will NOT be rescheduled.
- 'No Shows' are not acceptable and the student will be permanently removed from the schedule, in addition to being responsible for payment for the lesson(s) missed.
- Students must be in their lesson on time and prepared to learn. Students who are more than 15 minutes late will be considered a "No Show". Please bring instrument, music & other required lesson materials with you. It is not acceptable to borrow them from the store.
- Students are expected to practice on a daily basis. Private lessons are a commitment of the both the student's and the teacher's time. Please practice at home.
- If I (teacher) must cancel a lesson, I will either inform the student of the cancellation in person during their lesson, or I will attempt to contact the student by phone. The lesson fee will be credited to the first lesson of the next month or lesson may be rescheduled, time permitting.
- If a student must discontinue lessons, please inform me in writing at least one month prior to the last day of lessons. I do not give refunds for unattended lessons.

I have read, understand, and agree to the above policies.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Name (Printed) _____ Age: _____

Address: _____

E-Mail: _____

Phone: _____ Cell: _____

Instrument: _____ Lesson Day: _____ Lesson Time _____

Lesson fee (per half hour): _____ Musical Background? _____