



Private Lessons Policies and Participation Agreement

1. Contact Information

a. Student Contact Information (please complete)

Phone: _____

Email: _____

Address: _____

Parent/Guardian, if applicable:

Phone: _____

Email: _____

Address: _____

2. Lessons, Scheduling Payments & Billing

- a. Lessons are on a weekly basis paid through a monthly subscription.
 - i. In order to accommodate conflicts with major holidays and common vacation weeks, a weekly lesson subscription guarantees 48 scheduled lessons per year.
 - ii. Additional lessons or irregular lessons can be scheduled upon request and paid at www.sohapensemble.com.
- b. Lessons take place at a regular time mutually agreed upon by the Sohap instructor and student/guardian.
- c. Lessons take place at the location of the instructor's choice, typically Sohap's Broomfield studio, or through online platforms, such as Zoom.
- d. Parental/guardian engagement is strongly encouraged for the learning process. For this reason, a parent/guardian may be requested to be present at each lesson.
- e. Lesson payments must be paid through a subscription charged on a monthly basis. Subscription options may be found at <http://sohapensemble.com/student-portal> and can be cancelled or changed at any time.
- f. Pricing:

25-minute lessons, Weekly:	<i>\$115/month</i>
50-minute lessons, Weekly:	<i>\$225/month</i>
Irregular lessons, or Additional lessons (beyond subscription):	<i>\$60/50-minutes -- OR -- \$30/25-minutes</i>

- g. All private lesson subscription plans also include two tickets to every Sohap event.
- h. If the cost of lessons poses a financial burden, please communicate with Sohap Ensemble LLC to discuss making a need-based financial aid agreement or alternative payment plan.

3. Cancellations

- a. Cancellations or missed lessons will not be rescheduled or refunded.
- b. An exception to (a.) will be made for cases of unforeseen illness, injury, inclement weather, or family emergency.

- i. During cases of inclement weather, an in-person lesson cancellation will align with local school closure; however, if possible, an online lesson will take place in lieu of an in-person lesson if an in-person lesson is not possible, or the lesson will be rescheduled.
 - ii. In cases of illness or injury, a copy of a doctor's note may be requested. Please do not come to a lesson with any type of contagious illness including the common cold. If possible, an online lesson will take place in lieu of an in-person lesson, or the lesson will be rescheduled or refunded.
- c. An exception to (a.) will be made for pre-arranged cancellations due to an irregular conflict such as a family event, vacation or medical appointment.
- i. Such cancellations must be communicated at least one week in advance of the lesson. A sincere effort between the Sohap Instructor and the student will first be made to reschedule such cancellations. If a reschedule is not possible, the lesson will be refunded.
- d. Sohap Ensemble LLC reserves the right to determine whether any cancellation is rescheduled, refunded or unexcused.
- e. If a Sohap instructor must cancel a lesson for any reason, he/she/they will reschedule or refund the lesson.
- f. Lessons will be refunded at a rate of \$54/50-minute lesson and \$27/25-minute lesson.

4. Punctuality & Behavior

- a. Students must be on time to the lesson. Arriving a few minutes early to ensure the lesson starts promptly is encouraged.
 - i. If a student has not yet arrived at the start of the lesson time, the Sohap instructor is not required to reschedule or refund the lesson time missed.
 - ii. If a Sohap instructor is late to start a lesson, the lesson time will be rescheduled.
- b. Everyone present at the lesson should contribute to a quiet, focused learning environment.

5. Materials

- a. Each student is responsible for providing his/her/their own lesson materials. Such materials may include an instrument, accessories, sheet music, metronome, tuner, notebooks/binders, etc..
 - i. All materials must be in working condition.
 - ii. Appropriate materials must be present at each lesson.

iii. Please aim to have all materials ordered or present at the first regularly-scheduled lesson. Sohap instructors are happy to help in the process of finding materials.

b. If a Sohap instructor asks the student to obtain additional materials such as sheet music, it must be purchased or ordered before the next lesson.

6. Practice

a. Regular practice between lessons is extremely important. Without individual practice, lessons will become repetitive and the student will not advance through repertoire at a pace that will keep their interest.

b. An individualized practice plan will be tailored to the student to ensure positive progress.

i. Weekly practice assignments will be communicated to the student each lesson.

ii. Practice assignments may include submitting a video or audio recording for feedback, if possible.

c. Students are expected to practice 5-6 days a week. Students will learn how to practice effectively in lessons.

d. The student is recommended to have a designated area at home for practice including a music stand, mirror, and good chair, if applicable.

e. Participation in outside playing opportunities such as school music programs, youth orchestras, and chamber music is highly encouraged and greatly benefits the student's progress.

7. Liability & Anti-Discrimination

a. If the student or other persons affiliated with the student damage Sohap instructor property, the Sohap instructor may request compensation for the damage.

b. When dealing with such subjects as posture, use of hands/arms, tension, etc., there may be certain times when limited, neutral physical contact between the Sohap instructor and student is necessary. It is the responsibility of the student who, if at any time or in any way, is uncomfortable with this contact to immediately inform the instructor of that discomfort.

c. There is little risk involved with Sohap private lessons; however, should the student or other persons affiliated with the student experience an injury or damage/loss of property during Sohap private lessons, Sohap Ensemble LLC is not liable, including financially, should such an event occur.

d. Sohap Ensemble LLC is committed to fostering a positive and welcoming learning environment. Students of all backgrounds including race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual

orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy are safe and respected by Sohap affiliates.

PLEASE SIGN AND DATE TO ACCEPT THE STUDIO POLICIES & PARTICIPATION AGREEMENT.

Student Signature

Date

Student Printed Name

Parent/Guardian Signature, if applicable

Date

Parent/Guardian Printed Name, if applicable



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