

BLAKE CLIFFORD MUSIC

GUITAR LESSON POLICY & AGREEMENT

Throughout this agreement, the student receiving the guitar lessons or the parent or guardian is referred to as “student”.

- **TUITION:** Private guitar instruction at Blake Clifford Music is \$110.00 per month per student for a one half-hour lesson per week. This price guarantees the student a minimum of four lessons per month. In the case of a five week month, the student will receive the extra lesson at no additional cost.
- **REGISTRATION FEES:** New guitar students or re-enrolling guitar students are required to pay a \$25.00 non-refundable registration fee on the first Saturday of each year or before their first guitar lesson if that lesson occurs after the first Saturday of the year or before their first re-enrollment guitar lesson during the year. All subsequent registration fees are to be paid on the first Saturday of each year.
- **LATE PAYMENT FEES:** The \$110.00 monthly tuition payment for private guitar instruction must be received by Blake Clifford Music on or before the first Saturday of each month. If the student fails to meet that deadline, there may be a penalty of \$25.00 for late payment.
- **BOUNCED CHECK FEES:** If the student writes a check to Blake Clifford Music for guitar lesson tuition, and if that check is returned to Blake Clifford Music due to insufficient funds, the student is required to reimburse Blake Clifford Music \$40.00 overdraft fee and \$25.00 late payment fee.
- **MATERIALS:** Lesson materials (necessary books and paper) are provided by Blake Clifford Music at a cost of \$50.00 per year to be paid on the first Saturday of each year or before the student’s first lesson. The material fee is non-refundable. Students re-enrolling will not have to pay additional material fees.
- **EQUIPMENT:** Students must have their own equipment, including a guitar, picks, tuner, and (in some cases) a metronome. All of these items will be discussed during the first meeting. If the student does not have a particular item, Blake Clifford Music will provide a list of suggestions, and a preferred location to purchase these items.
- **FESTIVALS, COMPETITIONS, AND OTHER EVENTS:** Twice a year, the students will participate in a guitar show in Northwest Indiana. Information will be provided 60 days before the shows. If additional fees are required, the student will be informed in writing 30 days before the event.

GUITAR LESSONS EVERY WEEK: Guitar students are expected to attend guitar lessons on a continuing basis from week to week on the same day and at the same time.

- **SUMMER GUITAR LESSONS:** To avoid setting back the student’s progress, guitar lessons are held during summer months. If a student does not attend summer lessons and wishes to re-enroll, registration fees must be paid again.
- **HOLIDAYS AND VACATION:** Time off from lessons for pre-scheduled vacations less than three weeks long will not require re-enrollment. Lessons falling on the following holidays will not occur –
 - New Year’s Eve
 - New Year’s Day

By signing this policy and agreement you agree to and will abide by all terms and policies listed above.

INITIAL:

DATE:

BLAKE CLIFFORD MUSIC

- Holy Thursday
- Good Friday
- Easter Day
- 4th of July
- Halloween
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

MISSED GUITAR LESSONS: If the student misses a guitar lesson for any reason, payment is still required and will not be refunded. This is to continue to reserve the student’s lesson spot in the schedule, and if the student chooses to not attend that meeting for any reason, that time is still reserved even if the student is not at their guitar lesson.

RESCHEDULING MAKE-UP GUITAR LESSONS: Guitar lessons will not be rescheduled.

TERMINATING GUITAR LESSONS: A minimum two-week written notice is required to terminate guitar lessons. This means that once the student provides notice, then the student is responsible for paying for their guitar lessons two weeks after that notice has been given even if the student does not attend those guitar lessons.

PRACTICING: Students may be given a homework assignment at the end of a lesson. Each student will be expected to complete their assignment prior to their next lesson. I am available by email or telephone in the event that a student should require help. Specific practicing requirements will be provided as a means to develop each student’s skill level. However, each student is expected to practice for a minimum of one hour and forty-five minutes each week.

STUDENT INFORMATION

Student Name:	
Student Age:	
Street Address:	
City:	
State:	
Zip Code:	

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INITIAL:

DATE:

BLAKE CLIFFORD MUSIC

Home Telephone Number:	
Other Telephone Number (type):	
Email Address:	
Parent or Guardian Name:	

TO BE COMPLETED BY BLAKE CLIFFORD MUSIC

Lesson Day:	
Lesson Time:	

TO BE COMPLETED BY STUDENT OR PARENT OR GUARDIAN

Student Name:	
Student Signature:	
Date Signed:	
Parent or Guardian Name:	
Parent or Guardian Signature:	
Date Signed:	

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