

PM Music Lesson Program Agreement

Your PM Music Teacher's Commitment To You:

- To provide you with a well-rounded musical education, based on your goals, and to do so in a fun, productive learning environment.
- To act professionally and be reliable at all times, and to be on time for your lesson.
- To notify you at least 24 hours in advance if the teacher must cancel a lesson, unless it is an emergency situation due to illness or accident, in which case you will be given a make up or credit.

Your Commitment To Your PM Music Teacher:

- To be on time and prepared for your lesson.
- To notify the teacher at least 24 hours in advance if you must cancel a lesson, unless it is an emergency situation due to illness or accident.

Student growth and safety is our concern as well as the parent's concern. Students under the age of 16 must be accompanied by a parent or adult guardian to and from all lessons. After the lesson begins the parent may leave, but should be available by the end of the lesson.

PM Music Lesson Cancellation Policy:

Everyone recognizes that time = money in any job, including for your PM Music teacher. Therefore, the following policy will apply to all lessons:

- A 24 hr. minimum cancellation notice qualifies for a lesson make-up or lesson credit. If you call after hours, you may leave a message on our 24 hour voice mail. PM Music staff will check voice mail daily.
- There will be no automatic make up or lesson credit given for a lesson cancellation with less than 24 hours notice. However, we recognize that true emergency situations due to illness or accident do sometimes happen. Should you have an emergency situation due to illness or accident, please call us immediately. Make up lessons or credits due to emergencies may be given at your teacher's discretion.
- There is a limit of one (1) cancellation per month for which a make-up or lesson credit may be given, unless pre-arranged with the teacher at least one week in advance.
- There will be no make up or lesson credit for missed lessons with no advance notice.
- If a student misses 2 scheduled lessons in a row without advance notice, the student will be removed from the teacher's schedule AND will forfeit that month's payment. To resume lessons, the student must re-register as a new student.

Registration Fees:

All new PM Music Lessons Students are required to pay a one time only non-refundable registration fee of **\$20** per student. This fee does not include the cost of the first or subsequent lessons.

Tuition Payment:

- Tuition is \$20 for each weekly half-hour lesson.
- **Full tuition payment is payable in advance by the month and is due the FIRST lesson of the month** (less any pre-arranged vacation time).
- **If a student does not pay by the second lesson of the month, no further lessons will be given until payment is received in full.**

I understand and agree to the above commitments and policies:

_____ Date _____
Student

_____ Date _____
PM Music Teacher

_____ Date _____
Parent or adult guardian of underage student must sign

Original: David Gaines/PM Music file
Copy: Parent/Student
Date copy given/mailed _____