

**Allison Saleh's Music Studio Policies & Agreement**  
**Private Lessons**

**Student Name:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_

**Phone/Cell Phone** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Lesson Time & Date** \_\_\_\_\_

**Birthday & Grade:** \_\_\_\_\_

**Lesson Fees:**

Please circle your amount of time. Please star if you're an every other week student.

<b><u>Length of Lesson</u></b>	<b><u>Tuition Price</u></b>
30 Minutes	\$100 per/month (4 Lessons)
60 Minutes	\$200.00 per/month

**Books:**

- Student is responsible for paying for books and materials. The teacher will order books and present you a bill or receipt with price of shipping and books.

**Discounts:**

- For multiple students per household and groups, I have discount rates.

**Every Other Week Lessons & Rotating Time Slots:**

- On occasion, students will ask for lessons every other week. I do offer this, but at very specific times. I ask for the month's payment in advance to reserve your slot and allow only 1 unexcused absence per six month period.

**Payment Info:**

- Payment is due for the entire month the first week of the month. I will provide you an invoice a week prior to the new month.
- Late fees will be added to your monthly payment after 2 weeks of no payment. After the 3<sup>rd</sup> week of not paying, you will lose your lesson time and be dropped from my student roster.

- If you cannot pay the full amount by the due date, please let me know in advance and we may be able to work out some kind of payment plan.
- I accept cash or check. Please make check out to Allison Saleh-Boriack. You can send it in the mail or give it to me in person.

### **Lesson Cancellation:**

- Please call me 24 hours prior to reschedule or cancelation.
- Lessons that are canceled the day of will be billed on your next month's invoice. You may make the time up on a specified make-up day.
- Students taking lessons every week are allotted 2 make-ups per semester.
- I understand that things can unexpected life events happen. If something happens and you are unable to come, please let me know.

### **Communication:**

- I will communicate primarily by via email. You will receive at least 1-2 emails a week regarding:
  - Enrollment and Welcome email
  - Summary of the days lesson with some things to work on
  - Lesson reminders
  - Payment, invoicing, and billing info.
  - Special event notices
  - Receipts and order forms for books
- I will respond the fastest to text and email. However, for texting, I will not respond between the hours of 10PM-8:00AM.
- Generally speaking, I will not add you as a friend on Facebook. It is not anything against you at all. I do a lot of communicating with my family and friends and try to keep my personal account separate. I will, however, respond to any messages you send me.

### **Tardiness:**

- Lessons will start on the scheduled time. If you are tardy, I will not make the time up or stay later.
- There will be no refund or make-up lesson scheduled. Please notify me if you are going to be tardy, so I can expect your arrival. I will wait if my schedule will allow it.

### **Termination of Lessons:**

- Lessons are continuous and ongoing, effective as of the date of this Studio Policy and Agreement.
- Student may terminate lessons for any reason.
- Studio may also terminate lessons for any reason, at the sole discretion of Studio. If Studio terminates lessons, tuition will be refunded up to the last lesson taken.

### **Lesson Requirements:**

- Please bring the following to every lesson: books, pencil, practice logs, recording device (optional), piano student bring piano binder.
- Students should come to each lesson with all of the weeks assignments completed and ready to discuss what they worked on.

- *Piano Students:* I require piano students make a binder for all of their assignments. I hand out A LOT of paper work.

**Practice:**

- It is impossible to make great strides your musical education without practice. You are learning an exciting, new language! With the fun, also comes a responsibility and commitment to learning and practicing.
- I expect that students practice what they are working on in lessons outside of class.
  - Young adults ages 13-above: 30 minutes at least 4 times a week.
  - Children ages 4-12: 15-20 minutes for 4 times a week.
- If you do not know how or what to practice, I will teach you! Please ask me!

I have read and understood the terms and conditions of the studio policy. By signing below, I agree to abide by the above terms and conditions.

\_\_\_\_\_  
(Printed Name of Student)

\_\_\_\_\_  
(Signature of Student & Guardian)

\_\_\_\_\_  
(Date)

If student is under 18 years of age, signature of a parent/guardian is required.

Allison Saleh-Boriack  
5818 E. Ramona  
Fresno, CA 93727

Allison.saleh@gmail.com  
559-709-7879  
Allisonsaleh.com