

Zachary Finnegan

Chicago, IL

www.zacharyfinnegan.com

Private Music Lesson Agreement and Policies

Student Expectations:

- The student is expected to HAVE FUN in their lessons and in their personal practice. Music is supposed to be enjoyable!
- The student is expected to arrive on time to each lesson.
- The student is expected to bring all necessary materials (notebook, folder, lesson books, etc.) to each lesson.
- The student is expected to practice regularly as is appropriate based on the age and ability of each student. Suggested practice schedules will be discussed with Zach.
- The student is expected to be an active participant in each lesson.
- The student is expected to ask questions and let Zach know when further clarification is needed, allowing the student to be fully engaged in the learning process.
- The student is expected to treat him/herself, instruments, materials, and Zach with respect.

Teacher Expectations:

- Zach is expected to attend every lesson on time and with all necessary materials.
- Zach is expected to explain things in a clear and understandable manner.
- Zach is expected to show respect for himself, the student, the instruments, and all materials.
- Zach is expected to modify/adapt and prepare material that is appropriate to the age, ability, and unique learning style of each individual student.
- Zach is expected to make each lesson enjoyable and rewarding.
- Zach is expected to teach the principles of music and instrument so that the student can gain the most out of their musical education.

Registering for Lessons:

- Upon setting up a scheduled time for lessons with Zach, the student, (or parent/guardian of student), should pay for the registration, materials, and 1st lesson's fees (see "Make Payment" section of document for payment details). Registration and payment must be complete in order to secure the scheduled time slot and begin lessons.

Lesson Schedule:

- Lessons are scheduled on a weekly basis in 30, or 60 minute increments. Once a day/time is agreed upon by Zach and the student, that time will be reserved for said student and the student will be responsible for paying for that time slot.
- Lessons are held year round, however, the summer session (June/July/August) is optional. Students not taking lessons during the summer session must notify Zach by June 1st of the current year.

Holidays:

- No lessons will be held New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, week between Christmas Day and New Year's Day, February School Vacation Week, April School Vacation Week.

Snow Days/Inclement Weather:

- ZACH DOES NOT FOLLOW THE PUBLIC SCHOOL SYSTEM when determining when to close due to inclement weather.
- Should Zach choose to close early, delay opening, or otherwise cancel services, students will be emailed, or called.
- Students will not be charged for lessons canceled by Zach due to inclement weather.

Tardiness:

- Students are expected to arrive at their lesson on time. Students arriving up to 15 minutes late may have the remainder of their scheduled lesson. However, the teacher reserves the right to not add missed time to the end of the lesson.
- Zach is expected to arrive at the student's lesson on time. If the teacher is running late by more than 10 minutes for any reason, this will be communicated to you by a phone call.

Cancellations:

- The student will contact Zach directly if a lesson will be missed. Zach will give the student his/her contact information at the first lesson.
- The student is allowed to miss a lesson without payment if they notify Zach 48 hours in advance. If the lesson is cancelled within 48 hours of the scheduled lesson time slot, the student, (or parent/guardian), is responsible for paying for the missed session.
- Zach reserves the right to cancel a lesson for any reason. No charges will be assessed if Zach must cancel a lesson. Students will not be charged for any missed lessons due to Zach's absence.

Makeup Policy:

- Typically no makeup lessons are offered. Please refer to the cancellation policy for further information on missed lessons.

Termination of Lessons:

- Two weeks written notice from the student is required for termination of lessons. Email and/or written letter are acceptable forms of notice. Written notice must be delivered to Zach two-weeks prior to termination of services. In the event that the student discontinues lessons with insufficient notice, the student will be liable to pay costs for lessons not delivered during the notice period.

Lesson Rates:

Please understand that when committing to lessons, Zach is reserving a specific day/time for you that cannot be filled by other customers/students. Therefore, you are not only paying for each individual lesson that occurs, but for that time slot. Your lesson rate includes all of the following:

- **Allotted time for lessons**
- **Reservation of the assigned day/time of your lesson**
- **Knowledge/expertise of your teacher**
 - **Zach has a Music Education Bachelors Degree and a Jazz Performance Masters Degree in music**
- **Teacher Preparation for lessons**
 - **Zach adapts/modifies everything we do to meet the individual learning needs/styles of each student in order to make sure each student has a successful and enjoyable experience**
- **Zach will work to learn new music that fits the interests of each student**
- **A lesson that is engaging, fun, informative and allows the student to gain a lifelong love of music, means of expressing him/herself, and the skills to successfully play your chosen instrument.**

The lesson rates are as follows:

- \$50 per 30 minutes (in person)
- \$75 per 60 minutes (in person)
- \$40 per 30 minutes (virtual)
- \$65 per 60 minutes (virtual)

Rates are subject to change. At least one month's written notice will be given if changes to rates will be made.

Payments:

- Except for the first lesson (due in order to reserve a time slot), invoices will be emailed by the first full week of the month for services rendered during the previous month.
- Invoices should be paid in full within 15 days of receiving the invoice.
- A late fee of \$10 will be charged for monthly payments not received within 30 days of the dated invoice.
- If payment is not received within 45 days of the dated invoice, lessons will be postponed/terminated until the account balance is paid in full. During this time, Zach reserves the right to give the student's time slot away to other potential students.
- **Acceptable Forms of Payment:**
 1. Cash
 2. Zelle: zacharyfinnegan12@gmail.com
 3. Venmo: @Zachary-Finnegan-2
 4. Checks: Zachary Finnegan

By signing below, the student and his/her guardian state that they have read and fully understand the policies outlined in this document. Furthermore, the student and his/her guardian agree to abide by all policies, including those specifically related to payment.

Date

Student Name

Street Address

Town/Zip

Email

Parent/Guardian's Name (if student is under 18)

Student or Parent/Guardian's Signature (if student is under 18)