

## **Music Lessons with Mrs. Benson**

Welcome! Music education enhances student skills in the areas of problem solving, team work, goal setting self-expression, hand-eye coordination, memory skills, self-confidence & esteem, and concentration. It is my mission to guide students through their exploration of music and to aid them in finding their musical voice.

This purpose of this letter is to set forth the understandings between us about the terms and conditions of the lessons. For the purposes of this letter the term, "You", will mean the student, \_\_\_\_\_ (name), and in addition and where appropriate, the student's parent(s) or guardian(s). Please fill in the student's name, specify the type of lessons the student will be taking, sign on the signature line at the bottom, and mail it to me at the address appearing below. This letter will then be an agreement between us with regard to the lessons. I suggest that you keep a copy for yourself.

The student will be taking the following kind of lessons:

- Flute
- Piano
- Voice

### **Tuition**

The tuition will be \$75.00 per month, payable at or before the first lesson of the month. If it isn't paid at or before the first lesson, I will have the right to not give that lesson or subsequent lessons. The tuition is based on one lesson per week of ½ hour in duration, and will not be reduced if you miss any lessons. If any payment is late, you will need to pay a late fee of \$10.00. If you pay by check and your bank does not honor your check, you will have to pay an additional fee of \$25.00 to cover the bank charges and my trouble, in addition to the tuition.

### **Calendar**

During vacation times on the school calendar (when there is no school), we will not usually have lessons. In the event of severe weather, please call me and speak to me regarding your lesson. If you have to leave a message, please follow it up with a call to me. If lessons are missed in either of these cases, every reasonable effort will be made to offer you an alternative, make-up lesson time that works for both of us.

### **Tardiness, Missed Lessons and Rescheduling**

#### **Tardiness**

The time for your lessons is allotted to you; it's your time to use. Therefore it is important for you to arrive on time for your lesson and to be ready to go. If you are late or not ready, the time you are losing is yours. Your lesson will still end at the scheduled ending time.

#### **Cancellations and Make-ups**

Normally, if you miss a lesson, you will not be given a make-up lesson. However, in very unusual circumstances, when you miss a lesson despite your best efforts to attend and through no fault of your own, I will have the discretion to offer you a make-up lesson, depending on my availability and schedule.

### **Practice and Parental Involvement**

#### **Instruments**

You will need to have a quality instrument available to you to practice on at home. I will be happy to provide such advice and assistance as I can to help you to get a suitable instrument but it will be your responsibility to provide the instrument. You will also need to bring your instrument to lessons (except, of course, pianos). If you don't bring an instrument to a lesson, it will be treated as if you didn't show up.

#### **Music**

You will need to provide and pay for your music and other books related to your lessons. They will be yours to keep. I will tell you what to buy and will help you find them but you will have to buy them and bring them to your lessons. Again, if you don't bring your music to a lesson, it will be treated as if you didn't show up.

**Practice**

If you are going to get the maximum enjoyment, benefit and value out of your lessons, it is critical that you practice regularly at home. The best way to accomplish this is to set aside a regular time each day for practice. If you don't maintain a regular time there is a real danger that you just "won't get to it" and then both my time and your money will be wasted. I strongly recommend that you practice at least 1/2 hour per day (more is better). Remember that you are both learning new things (the music) and acquiring new physical skills (playing the instrument). Both require practice to make progress.

**Parents/Guardians**

Because the student is a child and has not yet had the chance to develop adult levels of responsibility and self-motivation, it is highly probable that your student will at times need assistance to get their practicing and written assignments done. At the least you will have to monitor them to make sure that it is getting done so that their lesson time and your money isn't wasted. Please monitor their practice times and read and check over the their notes and work. It would also be helpful to both of us if you would contact me with some frequency to discuss their progress and any problems they may be having; I would encourage you to do so and to sit in occasionally to observe their lessons.

**Termination of Instruction**

At some point in time you may decide that it is time to terminate the student's lessons. Hopefully this will occur when they get so good that I need to send them on to a master instructor. In any event, if and when you decide to terminate lessons, you will need to give me written notice signed by you (parent/guardian) with your last month's tuition, that is by the first lesson day of the last month of lessons.

Hopefully, you will find this explanation helpful. I suggest that you keep your copy someplace convenient so that you can refer to it if any questions come up. And, of course, I will be happy to explain anything that is unclear to you. I am asking that both of you (student, and you, parent/guardian,) sign below as evidence that you have read this completely and that you understand it thoroughly.

I look forward to a long and musical relationship with both of you.

Mrs. Lissa Benson  
508 West Main Street, Apartment #3  
Stoughton, WI 53589  
205-2828

We agree that the student named above will be taking lessons under the terms of this letter, and we agree to abide by them.

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(name printed) Student	(name printed) Parent/Guardian
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(name signed) Student	(name signed) Parent/Guardian
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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_