

Goodwin-Souffront Studios

Theory Lessons Contract – Summer 2023

*****Please note that these contracts are to be filled out and highlighted by the teacher in advance of the student’s first lesson and/or consultation. Once filled, the teacher will send a copy to the parent/guardian and/or student for signature of agreement.**

Student Name: _____
 Student Birthday: _____
 Student School (if under 18): _____
 Student Band Teacher(s): _____
 Parent/Guardian Name (if under 18): _____
 Telephone: _____
 Email: _____

Dates for **Summer** Term: **May 1 – July 29, 2023**

Lesson Duration: 30 minutes ___ 45 minutes (Teacher Rec. Only) ___ 60 minutes ___
 Lesson Format: In Person (IN Only) ___ Hybrid (SC/NC Only) ___ Online ___

Payment Option: Weekly ___ Monthly ___
 (Monthly Only): Initial Payment: _____ Monthly Payment: _____
 Discounts: _____ Legacy Discount: _____
 Next Bill Date: _____

Student Start Date: _____
 Lesson Day and Time: _____

Payment Breakdown:

	30 minutes	45 minutes	60 minutes
Weekly	\$30 per week	\$40 per week	\$50 per week
Monthly	\$110 per month	\$150 per month	\$180 per month

Payment and Scheduling Policies

1. **Monthly Payment Policy:** If one chooses to provide monthly payments, these are charged a month in advance (ex. May 31st pays for the month of June). Payments are typically charged over a four-week period.
 - a. All payments are to be made either through Venmo (@Tyler-Goodwin-15) or via check. The payment needs to be paid prior to the first lesson of the month.
 - b. In the event of a five-week month, there will not be an additional charge for the extra week. This may change if the following month only has three weeks, but this will be consulted prior to payment.
 - c. In the event of a student beginning in the middle of the month, a prorated amount will be initiated at the beginning of the contract and will be kept on file in case of financial discrepancies.

- d. If a student and/or parent/guardian would like materials to be purchased and mailed to the student. Those charges can and will be added to the following monthly bill and notated on the invoice.
2. **Discount Policy:** For longevity of student enrollment or in seasonal promotions, a discount can be put in place for students and/or parent guardian.
 - a. **Seasonal Discounts:** These are notated on the studio website (www.thgoodwinhorn.com) or on social media platforms (Facebook and Instagram).
 - b. **Bring a Friend Policy:** If a student recommends a new student to the studio an additional 10% discount will be given to the current and new student upon enrollment. This application is only given to both parties enrolling. This promotion can stack over the course of the lessons contract, but discounts are only applied once per month.
 - i. Legacy members will be able to add this policy to their legacy discount.
 - c. **Legacy Discount:** If a student has been enrolled in lessons for more than one year, an additional \$5 per month (or \$1 per singular lesson) will be applied and can stack over the duration of time (ex. 5 years of lessons with equivalent to \$25 off monthly or \$5 off per lesson).
 - i. This is also enacted for those with additional family members who have studied with the teacher for multiple years. For those enrolled with Pecknel Music Studios of Goodwin Studios between May 2016-January 2020 with Tyler H. Goodwin-Souffront, this policy does apply.
 - ii. The Bring a Friend Policy will add an additional discount – the Bring a Friend policy first and then the Legacy Discount in addition.
3. **Scheduling Policy:** A monthly schedule will be provided on the 15th of each month.
 - a. In the event of a scheduling conflict or change of the teacher – the students and/or parent(s)/guardian(s) will be notified well in advance of the conflict. If the teacher needs to reschedule due to personal conflict, all parties will be notified within two weeks in advance of the conflict.
 - i. If the teacher does not notify all parties within the agreed time, and one would like a refund or credit for the following month, that will be honored.
 - b. If a student does not show up for a lesson, an email will be sent to the student and/or parent guardian within 5-10 minutes of the assigned lesson time. If the student does not appear at least three times over the course of the term without prior notice, a termination policy can be put into effect.
4. **Reschedule Policy:** In the case of a rescheduled lesson, it is the responsibility of the parent/guardian and/or student to contact the teacher within 2-7 days of the scheduling change.
 - a. Not all reschedules will be guaranteed, so the further in advance the teacher is notified, the easier the change in schedule will be granted.
 - b. If a parent/guardian and/or student would like to change their lesson day and/or time, please follow the guidelines of the main reschedule policy.
5. **Cancellation Policy:** In the case of a cancellation, it is the responsibility of the parent/guardian and/or student to contact the teacher within 24 hours of the lesson cancellation.

- a. **Monthly Payments Only:** If the cancellation does not follow under the given time frame there will not be a credit issued to the account.
6. **Lesson Materials Policy:** It is the responsibility of the student and/or parent/guardian to have all necessary materials for each lesson (books, scores, staff paper, pencil, etc.)
 - a. Students, parents and/or guardians are encouraged to order their lesson materials as soon as possible upon first mention.
 - i. If there is a delay on orders for materials (specifically music), please send a receipt with proof of purchase and a digital copy will be provided by the teacher. It is under the agreements of copyright law that all music must be purchased and owned by the student and/or parent/guardian. Violation of this policy can come in terms of termination of the contract by the teacher.
 - ii. If needed, the parent/guardian and/or student would like the teacher to order materials to have sent to their home, this is possible, but will be needed to be notified by the teacher as soon as possible. The payment for these materials will be added to the next lesson/monthly payment and will be notated on the invoice.
7. **Preparation Policy:** All students are expected to prepare their lesson materials each week upon arrival. Students are expected to practice the length of their lesson times for five days each week (see below).
 - a. There are cases when students are busy and do not have a lot of time to prepare for lessons. There is a one week per month forgiveness in place, but the student and/or parent guardian will be notified.
 - b. Second offenses will result in the student and/or parent/guardian to be notified. Students will then record a practice log that will be signed by the parent/guardian in addition to **two** recordings of practice materials to a pre-assigned Google Drive folder.
 - c. Three or more offenses can result in a termination policy by the teacher (see below).
8. **Termination Policy:** In case of violations of any policies and/or agreements of the contract signed by the teacher, student, and/or parent guardian a termination policy can be put into place at any point.
 - a. **Teacher Termination:** The teacher has the right to end the contract at any point in time if they see fit. The reasons for termination by the teacher can be notated as follows:
 - i. Violation of the scheduling policy with three or more unexcused absences over the course of the term.
 - ii. Violation of copyright laws and/or proper ownership of lesson materials.
 - iii. Violation of the preparation policy.
 - iv. An unexpected and unforeseen circumstance where the teacher is no longer available to fulfill their duties. This will be notified to all students, parents and/or guardians immediately.
 1. If for reason this comes into effect, the teacher will do their best to have a transfer of studio available for the student and/or parent/guardian to ensure continued musical success.
 2. A transfer of studio will not be in place if a student violates any of the prior policies listed above.

- b. **End of Contract:** If a student and/or parent/guardian wishes to end lessons, they are willing to do so at any point.
 - i. Please note the scheduling, rescheduling and cancellation policies for refunds in payment. These policies still imply.
 - 9. **Renewal Policy:** Near the end of the term, a new contract for the upcoming term will be sent to the student and/or parent/guardian two weeks prior to the new term (for **Summer 2023** this will be the week of **July 17-22, 2023** for the **Fall 2023** term). New payment options, changes in lesson type and formatting will be notified in the new contract. This is in place in case of record of continued lesson, promotional discounts, etc.
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Lesson Formatting

- 1. **Beginning Students (30 minutes):** Our goal for the summer term is to get you started on your instrument! Congratulations on starting your musical journey! A couple of things to keep in mind while we get started.
 - a. **Start-Up:** We'll talk about what your goals are for taking lessons and what your personal goals are in the process.
 - b. **Lessons:** For beginning students, students will cover the following things in each lesson:
 - i. **Review** – We will begin by talking about some of the items we covered in the last lesson and open the floor for additional questions.
 - ii. **Weekly Homework Assignments** – These will be provided by the teacher each week. Students are assigned 5-7 short assignments to practice the materials we are covering in lessons.
 - iii. **New Concepts and/or Further Practice** – If a student excels and passes all their assigned etudes, we will get ahead and learn material. If a student wants to continue to learn the same materials we covered in a previous lesson we will do that as well. This is based on student choice.
 - iv. **Assign Future Homework** – At the end of the lesson, while the student is packing up, assignments for the following week will be given. This is done in the last 1-2 minutes of the lesson.
- 2. **Intermediate Students (45 minutes)**
 - a. This format of lessons is only given to students in 6th to 8th grade (or adults) who have shown promise in their skills and preparation. These are only given at the beginning of new terms in agreement to the student and/or parent/guardian.
 - b. **Lessons:** For intermediate students, students will cover the following things in each lesson:
 - i. **Review** – We will begin by talking about some of the items we covered in the last lesson and open the floor for additional questions.
 - ii. **Weekly Homework Assignments** – These will be provided by the teacher each week. Students are assigned 5-7 short assignments to practice the materials we are covering in lessons.
 - iii. **New Concepts and/or Further Practice** – If a student excels and passes all their assigned etudes, we will get ahead and learn material. If a student wants to continue to learn the same materials we covered in a previous lesson we will do that as well. This is based on student choice.

- iv. **Assign Future Homework** – At the end of the lesson, while the student is packing up, assignments for the following week will be given. This is done in the last 1-2 minutes of the lesson.
3. **Advanced Students (60 minutes)**
- a. **Lessons:** For advanced students, students will cover the following things in each lesson:
 - i. **Review** – We will begin by talking about some of the items we covered in the last lesson and open the floor for additional questions.
 - ii. **Weekly Homework Assignments** – These will be provided by the teacher each week. Students are assigned 5-7 short assignments to practice the materials we are covering in lessons.
 - iii. **New Concepts and/or Further Practice** – If a student excels and passes all their assigned etudes, we will get ahead and learn material. If a student wants to continue to learn the same materials we covered in a previous lesson we will do that as well. This is based on student choice.
 - iv. **Assign Future Homework** – At the end of the lesson, while the student is packing up, assignments for the following week will be given. This is done in the last 1-2 minutes of the lesson.

******By signing below, the teacher, student and/or parent/guardian agrees to all items notated throughout this document. If there is a change to the agreement, this will be notified by all parties to ensure that all are informed of changes.**

Teacher Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature (if under 18): _____ Date: _____