



Private Flute Lessons Contract

Instructor: Trey Sims trey.t.sims@wmich.edu
591 Poplar Street (810) 444-2675
Clio, MI 48420 www.treysi.ms

The purpose of this document is to explain what you can expect (and also what will be expected of you), should you decide to take flute lessons. Please read carefully and then fill out all of the necessary information. Upon conclusion, sign and date the contract. If you have any questions, please forward them to: trey.t.sims@wmich.edu or call (810) 444-2675.

Name: _____

Age: _____ Phone: _____

Address: _____

Email: _____

Your Flute Playing Ability Level (Please Check One).

_____ **Beginner:** Generally 0-3 years of playing.

_____ **Intermediate:** Generally 4-8 years of playing. Has experience playing basic solos in addition to large ensemble work (middle or high school band, etc.)

_____ **Advanced:** Has studied privately or has extensive solo experience and ensemble playing, such as High School or Youth Orchestra/Wind Ensemble, etc. Possibly wants to study music in a college setting. *If checked, please provide a repertoire list on the back of this form.*

As a courtesy to the student and parents, the first lesson is complimentary and serves to gauge what we will work on should an agreement be made to continue lessons. This introduction will be scheduled for 30 minutes. Please bring your flute and a piece of music that demonstrates your ability, as well as any questions you have.

1. Parent and Student Expectations

- 1.1 All lessons will be given once a week at Western Michigan University (Kalamazoo, MI) or Clio Area High School (Clio, MI). Skype lessons and other locations must be approved before a lessons agreement is made and may be subject to additional charges. Lessons will be 30, 45, or 60 minute increments, based on my availability and your preferences.
- 1.2 Students must provide their own transportation to and from lessons.
- 1.3 Students will be given a notebook in the first lesson. This should be brought to each lesson, and I will write goals, reminders, etc. in it weekly. Each student will be expected to complete their assignment prior to their next lesson. I am available by email or telephone in the event that a student should require help during the week.

2. Tuition and Payment

- 2.1 Although the lessons will take place weekly, they must be committed to on a monthly basis and tuition will be expected in full no later than the first lesson of each new month. If payment is not made on the first lesson of the month, the lesson may be cancelled; however, if payment is not made by the start of the second lesson the month, the lesson *WILL* be cancelled and all lessons will cease until the month's tuition is paid.
- 2.2 Tuition per month is \$60 for 30-minute lessons, \$90 for 45-minute lessons, and \$120 for 60-minute lessons. This price guarantees you a maximum of 4 lessons per month. If additional lessons are applicable, tuition will be adjusted accordingly.

3. Attendance, Cancellations, and Termination

- 3.1 In the event that a lesson must be cancelled, 24 hours notice is required and all efforts must be made to reschedule the missed lesson. If the lesson cannot be promptly rescheduled, you will either receive (1) a full refund for the cancelled lesson, or (2) credit in the amount of the missed lesson towards next month's tuition.
- 3.2 If a lesson is cancelled within 24 hours, or if you fail to show up for your scheduled lesson, you will not be entitled to a rescheduled lesson or a refund for the lesson's cost. In the case of illness or injury, you are eligible for a refund or credit after presenting a doctor's note.

- 3.3 If at any time you should decide to cancel your lessons, you will be given a full refund of any outstanding tuition, minus a \$10 early termination fee.
- 3.4 Punctuality is very important. Please call if you are going to be more than 5 minutes late. If you are late for a lesson, that is time that you will forfeit. This time will not be rescheduled, and no refund will be given. Showing up for your lesson 5 minutes early is acceptable and encouraged but you may be asked to wait, as other lessons may be taking place.
- 3.5 The Studio will provide Student/Parent with verbal or written warnings of breaches in Studio Expectations, and Student/Parent has the opportunity to correct or rectify such breaches. Repeated or frequent breaches may result in termination of lessons.
- 3.6 I reserve the right to cancel or terminate a lesson for any reason. If rescheduling is not possible, a refund or credit will be given. If I initiate the termination of lessons, a full refund will be given and the \$10 Early Termination Fee will be waived.

4. Required Materials

- 4.1 Students must have their own equipment, including a flute in working condition, tuner, and metronome. All of these items will be discussed during our first meeting. If you do not have a particular item, I will have suggestions available, and a preferred location to purchase these items. Though using a smart device with a tuner/metronome app is not preferred, it is acceptable if the student places the device in “Do Not Disturb” for the lesson.
- 4.2 Students will be informed of the required music materials at lessons and are responsible for purchasing materials directly, unless otherwise provided. Even if I present a material that is optional to purchase, please understand that it is still *highly encouraged* that the student purchase a copy, especially for advanced students or music major aspirants.
- 4.3 As a general rule, I do not let students borrow my materials; however, in special circumstances I may allow students to temporarily use them. If any borrowed material is damaged or lost, a replacement fee will be charged. Due to copyright laws, I cannot make copies of my materials for students.

If any term or provision of this Studio Policy and Agreement is illegal or invalid for any reason, such provision is severable from the rest and shall not affect the legality or validity of the remainder of this Studio Policy and Agreement.

THE UNDERSIGNED HAS READ THIS STUDIO POLICY AND AGREEMENT, AND FULLY UNDERSTANDS AND AGREES WITH ITS TERMS, CONDITIONS, AND PROVISIONS.

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____