

Horn Studio Private Lesson Agreement

Lessons:

Private lessons are an essential part of playing the horn. The one on one environment allows for the unique attention that is not possible during full band. We will address physical aspects of horn playing, theory and music-reading skills, and practical approaches from fundamentals, range building, musical concepts and tone building.

Schedule:

Lessons will be scheduled for the same time and day each week, as agreed upon via e-mail. Students are expected to attend each regularly scheduled lesson for the length of the school year. Should you need to discontinue lessons entirely, please provide written notice at least 2-weeks prior to your last lesson. Lessons will not take place on school holidays or inclement weather cancellations. Lesson cancellation and student absence policies can be found below.

Invoices & Payments:

Invoices will be sent via email at the beginning of each calendar month, and will include a due date of approximately 2 weeks later. Payments may be handed-in or made online. Receipts are available. Accepted forms of handed-in payments: cash or check payable to Shannon Jaime. Accepted forms of online payments: credit and debit cards or PayPal account. Online payments should be made through the provided link at the bottom of each invoice or online at www.jaimebrass.com. Students sign in to each lesson and payment form and amount will be notated on their forms.

Late Payments:

If no payment has been made by the due date noted on the invoice, reminders will be sent via email. If the invoice is not paid by the end of the calendar month, lessons will discontinue until the payment is made. Multiple months of late payments may result in the student's removal from the studio.

Lesson Cancellation and Absences:

To cancel a regularly scheduled lesson, please send notification via either email or phone call/text **at least 24 hours in advance**. Under these circumstances, make up lessons may be scheduled if possible and any previously made payment will be applied to next regularly scheduled lesson, or to the potential make-up lesson. In the event that notification of student cancellation is given late (within the 24 hours leading up to the lesson), full lesson fees may still apply. These fees are only waived in the event of illness or family emergency. **If a student is absent from a regularly scheduled lesson for any reason, and no notification was sent prior to missed lesson, the full lesson rate remains due.**

Instructor cancellations will be handled via email. Generally, cancellations for personal conflicts will be made at least one week in advance. Cancellations due to illness will be sent via email or call/text as soon as possible. In each case, make-up lessons will be provided as possible and any payments made will roll over to the next lesson.

Materials:

Student is expected to have their instrument, mouthpiece, current/assigned music, and pencil at each lesson. A tuner and metronome are not required during the lesson, but should be used at home.

General Expectations:

Weekly assignments should be prepared to the best of the student's ability for accurate assessment and advancement. These assignments include, but are not limited to: composer or piece research, term definition, listening assignments, and practice requirements ranging from fundamentals, warm-up routines, scales, selections from band books/music, region band etudes, solo and ensemble music, selected etudes, orchestral excerpts, and audition material. E-mails will be sent monthly to parents concerning student behavior, participation, advancement, etc. Please provide an accurate parent/guardian e-mail address on the Studio Agreement Acknowledgement form. Uninterrupted practice is absolutely essential to your student's advancement! Practice, practice, PRACTICE!

Please visit the Horn Studio page at www.jaimebrass.com to submit the Studio Agreement Acknowledgement form to complete your private lesson registration.