

Private Lesson Student Policies

These policies exist to set an expectation for interactions about lessons, cancellations, and billing, but I also respect that not all situations are identical. Please feel free to reach out at any time about any concerns you have!

What to Bring

- Students should always bring music and any music books they are working from to all lessons.
- Music should be kept neatly in a three-ring binder or folder.
- They should bring a water bottle to promote good vocal health.
- Students are asked to bring a writing utensil (pencil, pen, etc.) and notebook to every lesson to write down any notes or practice expectations between lessons.

Music

- The purchase of music is the Parents'/Student's responsibility. If a book is purchased for use in lessons, every effort will be made to work through that book to maximize the investment. You may purchase the music yourself or Paul can purchase it for you and will add the balance to your fees.

Scheduling

- ***In fairness to everyone's time and schedule, I ask that the student/parental figures be attentive and respect the following policies. Thank you in advance for your understanding.***

**Conflicts should be kept to a minimum as this time has been specifically reserved for your student.*

Cancellation Policy

- A 24-hour notice is required to cancel or reschedule a lesson. Lessons canceled with less than a 24-hour notice will be charged the full lesson price.
- If due to an unforeseen circumstance, you are unable to make it to your scheduled lesson, a 24-hour notice is required. Notice may be given by sending an email or you may call or text: (717) 353-4155. A make-up lesson can be scheduled.
 - **Please understand that Paul cannot always guarantee a rescheduled time for that week. All make-up lessons need to be made up within the month they were in. After that, they will expire**
- If less than 24-hour notice is given, the student will be charged for that lesson, regardless of whether or not a make-up lesson was scheduled. The only time you will be credited for a lesson is if Paul cancels or in the case of inclement weather.

Sickness

- If a student is ill, Paul wishes to be notified as soon as possible so that a make-up lesson can be scheduled.
- Missed lessons due to illness or extreme emergencies can be excused, but on a case-by-case basis
- If you are unsure about bringing your student due to illness, please feel free to message Paul so that a course of action can be discussed.

**Please don't feel you need to bring your child to their lesson if they're sick!*

Teacher Cancellations

- If Paul must cancel a lesson, you will be notified prior to invoices being sent out, or if unforeseen (when possible), 24 hours prior to the start of the lesson. If it cannot be rescheduled, you will receive a full refund for that lesson, or a credit lesson-your choice.

No Show or Student Withdrawal

- If a student misses two lessons in a row without contacting Paul, you will have forfeited your time slot and will no longer be considered a student. If the student needs to withdraw from lessons (either for a period-of-time, or permanently), a month's notice is required.
- If notice is given under that time (or in the middle of a scheduled month), the parent/guardian agrees to pay for the remainder of the month that lessons were scheduled for.
- If you decide you no longer wish to receive lessons from Paul, a month's notice before lessons end is required.
 - The exception to this is the first month of lessons, which are considered a trial, and if after the first month you decide the lessons are not a good fit they can be canceled with no consequence.

Payment

- Unless a different arrangement is discussed, please provide your monthly payment no later than the first lesson of each month.
- A payment can be made by cash, check, or Venmo (@Hughes-Studio, includes 1.9% transaction fee, viewable on your invoice). You will receive a monthly invoice at the end of the month, for the following month, and you are paying and reserving your time slot for that upcoming month. I will not be able to teach a lesson that has not been paid for.

Performance Opportunities

- I do not guarantee a recital for my studio but am very happy to recommend some of the many performance opportunities in the area.

Please sign and date and return to me before or by your first lesson:

Signature: _____ Date: _____

Printed Name: _____