



Private Instruction Enrollment Agreement For Electric or Acoustic Guitar with Mike Magee

Student Name: _____ Your First Lesson Date _____ Time _____

***Initial Enrollment, Tuition, & Stops:** A student will be enrolled upon payment of **\$100 for the first four lessons** and completion of this agreement. If necessary, an adjustment will be made on the second month's tuition to bring the payments to a first-of-the-month basis.

Lessons are \$25 per half hour, billed monthly. Five week months will be \$125.

Stopping lessons: A student may drop from the schedule at any time by notifying me in writing or an Email. The notice must be given 1 week in advance of your lesson time for charges to stop immediately. If any unused tuition remains after stopping, a refund will be issued by check within 30 days.

***Financial Commitment To Reserved Time:** As long as a student remains scheduled for a thirty-minute time block on my Teaching schedule, that thirty minutes is reserved exclusively for that student. That student (parent) shall remain financially responsible for the reserved time and will continue to be accountable for the monthly payment until the student's name is removed from the schedule and the account is closed. Monthly charges will continue until I am Notified, in writing or by email, that enrollment has been terminated.

***Since student absence from a lesson does not reduce financial commitment missed lessons WILL be charged the same As attended lessons, unless. . .**

***Absences:** An absence will be considered Excused **ONLY** if I am given a written one-week notice. (text, email, or paper accepted) *1 week notice is NO LATER than your regularly scheduled lesson day the week before the absence.* Any excused absences will be credited to your account the following month

Very Important: Notice of absence must be in writing (Email or text) NOT just verbal.

Excused Absence Limits: Three (3) excused absences available between Jan.-June and three (3) between July-Dec. Lessons missed, without the required notification or over the excused limit, will be considered un-excused and charged as usual. A make-up lesson may be possible based on schedule availability and my discretion.

***Teacher Absence:** If I need to be absent from a lesson, every effort will be made to notify you ahead of time and your account will be credited for that week. You may want to supply us with more than one phone number for this purpose. If I am not in the studio at the time of your regularly scheduled lesson, you may call the number provided. 503-779-5948



The following holidays are automatically excused from payment unless otherwise arranged with student:

New Year's Day, Thanksgiving Day, December 24th And 25th, July 4th, Memorial Day, Labor Day,

No other holidays or school related breaks observed.

***Payments are due by the 8th of the month:** If the payment is not received by the 8th of the month, the student may lose their reserved lesson time. There will be a \$30 charge for all returned checks. Billing invoices and receipts are sent by email. Payments are accepted in cash, check, or paypal online. Checks are to be made out to *Mike Magee*. (Paypal link for online payments: paypal.me/mageeguitar)

***Your Acknowledgment:** I have read and understand the enrollment agreement, and agree to the terms, and I understand That tuition fees shall be based on individual student enrollment status and NOT on student attendance.