

Student Contract

This contract is an agreement made _____ / _____ / _____ between:
(Date: day/month/ year)

(Student First, Last Name)

(Mailing Address)

(Parent/Guardian First, Last Name)

(E-mail Address)

(Phone Number)

herein referred to as **The Student**, and

Melissa June Matheson 303-1717 60st SE, Calgary, AB T2A 7Y7 melissadorsey_@hotmail.com (403) 463 8861

(Teacher First, Last Name)

(Mailing Address)

(E-mail Address)

(Phone Number)

herein referred to as **The Studio**,

...whereas The Studio carries on the business of providing musical/performance/vocal instruction, consultation and advice to The Student; and whereas The Student is agreeing to pay The Studio for it's services; the parties hereto agree as follows:

Payment

Lessons will be invoiced monthly and sent to The Student via e-mail at the end of the previous month. If The Student prefers to pay per semester or per lesson, they must inform The Studio prior to their first lesson. Payment for each lesson must be e-mailed to melissadorsey_@hotmail.com before the start of the lesson or provided in cash or cheque (addressed to Melissa Matheson) at the start of the lesson. Any late payments will be subject to a 5% per day late fee or a cancelled lesson with no refund. The Student agrees to pay the rate plus GST specified on the invoice.

Resources

On the occasion that The Studio determines The Student should require a resource that needs to be purchased, the resource and its cost will be discussed with The Student. If The Student agrees the resource is a necessity, The Student will be given the option to purchase it themselves, but if they prefer The Studio acquires it for them, the cost of the resource will be added to the next invoice and a proof or purchase receipt provided. Any photocopying done by The Studio will not be charged to The Student.

Cancellation/Refund Policy

No refunds or make-ups will be given for lessons cancelled by The Student less than 7 days in advance. Any paid lessons cancelled by The Studio or cancelled by The Student 7 days or more in advance will forward the payment to the next un-paid lesson. The Student will be given a maximum of 3 cancellation days per year before a cancellation fee of 50% of the cancelled lesson's rate will be applied to The Student's next bill.

Make Up Lessons

Make-up lessons for cancelled lessons already paid will be re-scheduled based on availability. Any un-paid lessons cancelled by The Studio 7 days or more in advance may or may not be re-scheduled based on availability.

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Practice Expectations

Lessons are a small portion of what The Student needs to learn and to advance onto new techniques, exercises and repertoire. This means The Student must dedicate at least 120min of practice per week, divided up however they'd like. A practice log must be kept to record when, how long and what The Student practiced during the week. How The Student chooses to record this will be left up to them, but must be presented to The Studio at the beginning of each lesson. This practice log is also an opportunity for the student to write down any epiphanies or questions encountered during the week to be discussed during the lesson.

Lesson Expectations

Designated lesson times are set aside for each individual student to have one-on-one time with The Studio. Each lesson will be assessed by The Studio to know how to proceed to encourage The Student and implement the most valuable concepts for that particular lesson and the next scheduled lessons. During the lesson there will be time spent discussing past week's practicing, executing warm-ups/technique exercises, repertoire (allowing an application for the concepts and techniques being addressed), and how to practice for the week to come. The Student is recommended to record every lesson, which will assist in practice throughout the week. The Student is also responsible for executing any pre-lesson exercises instructed by The Studio so the lesson time can be used most effectively.

Recordings

Any lessons that have been recorded are to be used for The Student's educational reference only and are not permitted to be reproduced in any way, including but not limited to: distributing to friends/family, using to instruct others, copying for re-sale or uploading on the internet.

Recital/Masterclass

In the opportunity where enough students are available and willing to participate in a group masterclass or recital, fees will be assessed, discussed and applied to the invoice of The Student that agrees to attend and/or perform. Family and friends' attendance will be discussed with The Student and allowed at the discretion of The Studio depending on the nature of the event.

Melissa Matheson (Studio), _____ (Student) & _____ (Parent/Guardian)

agree to the above terms for the 2020/21 lesson year.

(Student Signature)

(Student Printed Name)

(Date)

(Parent/Guardian or Witness Signature)

(Parent/Guardian or Witness Printed Name)

(Date)

(Studio Signature)

(Studio Printed Name)

(Date)
