

Lesson Policy and Information

1. Lesson Fees

1.1 Lesson Rates (Effective June 1, 2022)

- \$25 for an in-school half-period lesson (typically 22–25 minutes, based on school bell schedules).
- \$25 for a 30-minute lesson at my home studio.
- \$37 for a 45-minute lesson.
- \$50 for a 60-minute lesson.

Note: In-school lessons are limited to half a class period, with exact duration determined by district policy.

1.2 Annual Administration Fee

An annual administrative fee of **\$15 per family** will be added to your October invoice. This fee may be prorated at my discretion for students beginning lessons between January and August.

2. Payment

2.1 Billing Schedule

- Invoices are issued monthly, in advance, and sent via email to the address on file.
- Payment is due upon receipt. A reminder will be sent if payment is not received within 5 days.
- **If you have not received your invoice by the 5th of the month, please contact me immediately** to ensure your billing and contact information is up to date.

2.2 Late Payments and Penalties

- If payment is not received by the **second lesson following the due date**, that lesson will be forfeited and marked as a missed lesson.
- Accounts overdue by more than 60 days will incur a **\$35 late penalty**, plus **\$10 for each additional 30-day period** the balance remains unpaid.
- Serious delinquencies may be referred to legal collection, and you will be responsible for the balance due plus applicable late fees and legal costs.

If you encounter an issue with a payment or believe there is an error in your invoice, please notify me as soon as possible.

2.3 Accepted Payment Methods

- **Check:** Payable to *Brian Conklin*
- **Cash**
- **PayPal:** Use the link provided in your invoice to ensure accurate crediting
- **Zelle:** Payments can be sent using my phone number (214-315-0382) or email (bconklin7@hotmail.com). Please notify me via text or email after submitting a Zelle payment so it can be promptly recorded.

3. Scheduling and Attendance

3.1 Lesson Locations

Lessons are held either on school campuses or at my home studio.

3.2 Scheduling

Once assigned, a student's weekly time slot remains consistent unless rescheduling is requested by either party. You may view your lesson schedule through your Duet Partner account.

3.3 Lesson Reminders

Students who opt in to reminders through Duet Partner will receive an email notification two days before each scheduled lesson.

3.4 Attendance Responsibility

It is the family's responsibility to attend lessons or provide timely notice if unable to attend.

Please remember that lesson time is reserved specifically for your student and cannot easily be reassigned without adequate prior notice.

- **Late arrivals:** Lessons will still end at the scheduled time. No time or credit will be made up for late arrivals.
- **Instructor absences:** If I must cancel a lesson, the student will receive a make-up or credit for the missed time.

3.5 In-School Lesson Cancellations

Lessons held at school will be automatically canceled for school holidays and student-free teacher workdays. **Field trips, testing, and other activities are not automatically canceled.** It is the family's responsibility to notify me of such conflicts in writing.

3.6 Home Studio Lessons

Lessons at my home studio are **not automatically canceled for any reason**, including school closures. Please confirm your schedule through Duet Partner or your invoice.

4. Cancellation and Discontinuation Policy

4.1 Cancellations (Effective September 1, 2024)

- Cancellations must be submitted in writing (email or text) **at least 24 hours in advance**.
- In the case of illness or emergency, notify me as soon as possible. A make-up lesson will be offered when feasible.
- Lessons canceled with less than 24 hours' notice, or simply missed, will be marked as "missed" and **no credit or make-up** will be provided.
- For all lesson types, families are responsible for notifying me of scheduling conflicts. Verbal notifications should always be followed up in writing (email, text, or Duet Partner).

Inclement Weather:

If hazardous conditions prevent safe travel, please contact me as soon as possible. I will offer make-up options for canceled lessons.

4.2 Discontinuing Lessons (Effective August 1, 2025)

- After the initial trial period of **four lessons**, students are required to provide **30 business days' written notice** (via email or text) to discontinue lessons.
 - If no notice is provided, you will be billed for **30 business days** from the date of the last attended lesson.
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5. Expectations

While music lessons are optional, they are most effective when supported by consistent, focused practice. I expect students to show noticeable progress each week, however small.

- Students should aim to **practice daily for at least 25 minutes**. Occasional skipped sessions are understandable, but consistent lack of practice is not acceptable.
- Students who repeatedly show minimal progress due to insufficient practice may be dismissed at the end of the month.

Additional Expectations:

- Bring all necessary books, etudes, and materials to each lesson.
- Instruments must be properly maintained and in good working condition at every lesson.
- Please contact me if you ever have questions or concerns regarding lessons.
- Please consult with me before purchasing any instruments, mouthpieces, or maintenance supplies (such as lubricants) to ensure compatibility and quality.
- I will keep parents informed about student progress and any concerns that arise.