

## **Donna Henry's Music Student Agreement Jan-May 2018**

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**Mailing Address and Home Studio: 513 W 7<sup>th</sup> Ave North Pole, AK 99705  
Fairbanks Lessons at University Community Presbyterian Church, College Rd.**

***Parent/Student Agreement:*** \_\_\_\_\_

1. **The semester is Feb 1-May 29, 2018 with one week off March 12-19 for spring break.** There are 14 private lessons in the semester and optional performance class, adjudications, piano competition, and honors recital. **Your fee is 4 installments at \$120 for 30 minute lessons, or \$240 for 60 min lessons. Everyone's first fee payment is due by mail with this form by Jan 1. Remainder 3 payments are due the first day of March, April, and May. There are no refunds and no fees carried forward.** Your commitment is for the semester unless for unusual circumstances requiring discussion. One month notice is required for discontinuing to avoid being charged, no exception. The performance class is included. The adjudications, piano competition, and honors recital have additional fees TBD by our local piano teachers' association. A calendar for these events will be posted on my website in February. They are not required, but optional.
2. **Be on time**, lessons will begin and end on time. You must bring your materials, a lesson notebook, and have your ordered materials without delaying. If you are late, you will receive the remainder of your lesson. If you arrive early, please wait in your car to not disrupt the lesson before you. Children are to be dropped off and picked up on time. Parents are welcome at the first lesson, and once a month for pre-reading age students they are helping with practice at home, but not more than that. Feel free to visit the library down the street while you wait for your child's lesson to be done. Siblings may be dropped off and wait for each other but must have quiet work or reading to do and non-disruptive.
3. **Cancellations: Commitment** to your reserved lesson time is expected. Absences are only excused for illness requiring absence from work or school with 24 hour notice given, planned vacations with 2 week notice, and emergencies involving blood, hospitalization, or dangerous weather with notice by phone call immediately. If schools cancel due to weather, lessons will be canceled. There are no refunds or payments carried forward when you miss lessons. All excused absences requesting a make-up lesson should be given by email and will be acknowledged by me. If you do not get a response, I did not receive your email. Please do not misuse make up lessons, they are based on limited availability. Same day cancellations will not receive make up lessons.  
**All make up lessons are given at the North Pole location due to the limited time at Fairbanks location**
4. Materials will be recommended for purchase online. These need to be ordered right away and brought to the lesson without delay. The student/parent is responsible for materials and a piano to practice with at home. Voice students require a device for CD and online listening.
5. Practicing 5 days per week equivalent to the lesson time is important for progress. Practice can be broken down to 15 minute segments for small children. Use the lesson notebook as a practice guide daily. Discipline and structure is encouraged for success. Parental guidance and accountability is needed for children. Continuing students should play and sing their previous songs during January to keep up their skills since the winter holiday break is long.
6. Commitment is required in advance for performance class, through email when the invitation is sent out. Students must participate in at least one performance class before they can perform in a recital. Parents drop off and pick up at the NP location for class.
7. Festival adjudications, piano competition, and honors recital events in March and April are encouraged but optional. Dates will be posted on my website in February. A student must be in lessons for a semester or more to participate in these events and at level 2 or above.
8. All responsible adults should sign this form, include student(s) names, email, address, and ph#'s, and lesson

time if known, make a copy of form for your record, mail the original with first payment to Donna Henry at the address above by Jan 1. ALL REGISTRATION for this semester is by mail unless you start late after Feb 1 because you are a new student and are able to register in person. My studio will be closed during the holiday break.

Student(s) Name(s) \_\_\_\_\_

Responsible Adult Address, Email, Ph#'s \_\_\_\_\_

Lesson Time and Location (if known) \_\_\_\_\_

Mail payment and form to:

Donna Henry  
513 W 7<sup>th</sup> Ave.  
North Pole, AK 99705