
POLICIES AND PROCEDURES:

Welcome to the Wesley School of Music! We are excited that you have chosen to make music education an important part of your child's life. In order to ensure the best results for you and for us, we need you to agree to the terms below:

Cancellation Policy: Time is very important to you, to us, and to our instructors. In order to keep our instructors happy, we need to know as soon as possible if you or your student is unable to be at his or her lesson. Because of this **we require 24 hours notice of any lesson cancellation.**

- Of course, we understand that things come up. Therefore, we allow for one sick cancellation per calendar month, per student. Any missed lesson with less than 24 hours notice will be considered a late cancellation.
- We are always happy to arrange make up lessons, schedule permitting. However, more often than not, late cancellations will result in a missed week of instruction.
- Our instructors are working musicians, so sometimes things come up for them as well. However, we want you to know that we hold them to the same standard. You will receive a minimum of 24 hours notice if your instructor will be missing a lesson.

Referral Policy: If you know someone who is looking to take music lessons then please feel free to refer them to us! For every student referred that purchases a lesson package, we will credit you with two free lessons!

Materials: Our instructors will advise you on any education materials that you need, but they are not responsible for purchasing them. If a new book is needed we can provide it and add the balance to your next invoice. If you prefer to purchase the book yourself, that is also fine! If you have any questions on instruments, picks, strings or anything of the sort please don't hesitate to reach out directly!

Payment: We accept payment by cash, check, Chase QuickPay, PayPal or Venmo. **We will always provide you with the option to adjust your lesson payment plan.** Two lessons may pass before you choose your plan and make your next payment. **After two unpaid lessons have lapsed, you may lose your time slot.** Unfortunately, we cannot hold slots open for unpaid lessons.

Duration of Contract: This contract will be valid until broken by signee or until the account has become cancelled, updated or forfeited.

Late Fees: To keep lessons from lapsing and to keep everything flowing there is a late fee of 10% after 10 days of the dated invoice (this date will also be labeled on your invoice).

BEING PREPARED

We always hope everyone is prepared for their lessons. Below are some tips to make sure you or your student are ready to go!

In-School Lessons:

- Be on time
- If you are a guitar student please have your guitar / tuner / pick.
- Have your book and any extra materials you've been working on
- If you are there before your instructor you should tune up, get your materials ready and begin warming up.

In-Home / Video Lessons:

- Be ready for your instructor on time.
- Please have your guitar in tune and ready to go (if relevant)
- Have your book and any extra materials you've been working on ready to go

COVID-19 ADDENDUM

With all the things happening in the world we have a few things we need to cover about the current pandemic. If you are doing video lessons this will be irrelevant, but please read carefully if you have opted for in-home lessons.

In-home lessons may continue on a case by case basis. This will be solely up to the family and their instructor. Wesley School of Music and it's officers will have zero influence or sway in the decision making process.

We have recommended to all families and instructors that if any party is feeling ill on any level or have to reason to think they have been exposed to COVID or someone with COVID to switch to video lessons, postpone, or cancel until all parties feel comfortable to continue.

By signing below you agree that you understand and accept all potential risk involved with in-home lessons and thereby release Grey Duck Productions DBA Wesley School of Music and it's officers from any and all liability regarding the risk, exposure, and health concerns involved with COVID19 and in-home lessons.

Please sign and date below if you agree to the above.

Name: _____

Date: _____

Kyle Wesley
kylewesley@live.com
(615) 983.1016

“I hereby agree to the terms and conditions as set forth in the above document by the Wesley School of Music.”

NAME: _____
(PARENT or GUARDIAN)

NAME: _____
(INSTRUCTOR)

SIGNED: _____

SIGNED: _____

DATE: _____

DATE: _____

OWNER: _____