

I, _____, hereafter referred to as “Student”, agree to the scheduling of _____ (weekly or biweekly) _____ (lesson duration) lessons at _____ (time) on _____ (day of week) with John Joseph Polhill, hereafter referred to as “Instructor”. The tuition for these lessons is _____ per lesson, to be paid before the start of each lesson. Tuition is non-refundable.

Responsibilities of the Student:

1. The Student must give notice at least 24 hours in advance to cancel a lesson. This cancellation can be done by email at jjosephpol@gmail.com or by text at (570) 854 3435.
 - a. A lesson cancelled in this manner may be rescheduled. All expectations and responsibilities of regularly scheduled lessons apply to rescheduled lessons.
 - b. If the regularly scheduled lesson time must be changed, the Student (or responsible adult) will discuss this with the instructor as soon as reasonably possible.
 - c. The Student will not attend lessons if they are sick.
 - d. The Student is financially responsible for lessons missed without proper notification. Payment for these lessons is to be provided within a week of the originally scheduled lesson time.
2. The Student will arrive on time to all scheduled lessons. If the Student arrives late, the lesson will end at its scheduled time regardless of their arrival time.
3. The Student will bring their assigned music and a pencil to each lesson. Recording of lessons is welcome but not required.

Responsibilities of the Instructor:

1. If the Instructor must cancel a pre-paid lesson for any reason, and the lesson cannot be rescheduled to the satisfaction of all parties, the tuition will be applied to a future lesson. No refunds are available.
2. The Instructor shall begin and end the lessons at their scheduled time. If the Instructor is late to a lesson and the Student is on time, he shall extend the lesson accordingly or add that time to a future lesson, to the ability of his schedule and preference of the Student.

I have read, and I agree to the above conditions.

_____ (Student) _____ (Date)

_____ (responsible adult) _____ (Date)

_____ (Instructor) _____ (Date)

Keep a copy of this contract for your files.