

WIU Community Music School Private Guitar Lessons Contract

Instructor: Jesse Mazzoccoli - JJ-Mazzoccoli@wiu.edu

Supervisor: Matt Warnock - MR-Warnock@wiu.edu - 217-474-5402

Website: <http://www.wiu.edu/CommunityMusicSchool/>

The purpose of this document is to explain what you can expect (and also what will be expected of you), should you decide that you would like to take guitar lessons. Please read carefully and then fill out all of the necessary information. Upon conclusion, sign and date the contract. If you have any questions, please forward them to the numbers or email addresses listed above.

Name: _____

Age: _____

Address: _____

Phone: _____

Email: _____

Your Guitar Playing Ability Level (Please Check One)

Beginner: _____

Intermediate: _____ Have limited knowledge

(e.g. - familiar with chord names or how to play a couple of different things on the guitar)

Advanced: _____ (know how to play pretty well, but always looking for ways to improve)

Lesson Policies

(What Will Be Expected Of You)

- All lessons will be given once a week, at a location to be determined when booking the first lesson, in 30, 45 or 60 minute increments.
- Although the lessons will take place weekly, they must be committed to on a monthly basis, and **payment will be expected in full at the first lesson of**

each new month. If this is an issue please contact Matt Warnock at the above number/email to discuss this further.

- The cost per lesson is \$20 per 30 minutes, \$25 for 45 minutes and \$30 per hour long lesson. Discounts are given for paying more than one month in advance as well as for out of town and university/college students. Ask a community music school representative for details.
- In the event that a lesson must be cancelled, 48 hours notice is required and all efforts will be made to reschedule the missed lesson.
- If a lesson is cancelled within 24 hours, or if you fail to show up for your scheduled lesson, you will not be entitled to a rescheduled lesson or a refund for the lesson's cost.
- If at any time during the month you should decide to cancel your lessons, you will be given a refund of your cost, minus a \$25 early termination fee. Aside from this, you will be entitled to a refund of \$10 for each ½ hour you have remaining during a given month.
- Students must have their own equipment, including a guitar, picks, tuner, and (in some cases) a metronome. All of these items will be discussed during your first lesson. If you do not have a particular item, we will have a list of suggestions available, and a preferred location to purchase these items.
- If the lessons occur on the WIU campus amps will be provided by the school. If the lessons take place at another location please speak to the guitar instructor about the availability of amps and other related items.
- Students must provide their own transportation to and from lessons.
- You must be punctual. If you are late for a lesson, that is time that you will forfeit. This time will not be rescheduled, and no refund will be given.
- Showing up for your lesson 5 minutes early is acceptable but you may be asked to wait, as other lessons may be taking place.

*Available Lesson Times

Monday - Friday: 9am to 7pm

* Availability is subject to change, and time slots will be given on a first come, first serve basis.

Would You Prefer:

1/2 Hour Lessons _____

45 Minute Lessons _____

Full Hour Lessons _____

(Please Check One)

Please List 2 Choices For Your Preferred Weekly Lesson Time

Day(s) Of The Week: _____

Time(s): _____

Please list your complete availability for lesson time

(Aside from your preferred time). This will help us to determine lesson rescheduling if necessary.

Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____

You will need to print, sign and bring this contract to your first lesson, or mail it ahead of time to the address below.

By signing this document, you agree with all of the above policies.

Please make checks out to the WIU Community Music School with the words "guitar lessons" in the memo area. If you are mailing this form, and payment, to the community music school please send it to the following address.

WIU Community Music School
Browne Hall
Western Illinois University
1 University Circle
Macomb, IL
61455

Name: (Print) _____

Signature: _____

Date: _____