



Compass Inc.

NAVIGATING THE MUSICAL JOURNEY

1107 University Ave, Columbia, MO 65201

www.compasscolumbia.org

Private Music Lesson Agreement and Policies Student Expectations:

- The student is expected to HAVE FUN in their lessons and in their personal practice. Music is supposed to be enjoyable!
- The student is expected to arrive on time to each lesson.
- The student is expected to bring all necessary materials (notebook, folder, lesson books etc.) to each lesson.
- The student is expected to practice regularly as is appropriate based on the age and ability of each student. Suggested practice schedule will be discussed with the teacher.
- The student is expected to be an active participant in each lesson.
- The student is expected to ask questions and let the teacher know when further clarification is needed, allowing the student to be fully engaged in the learning process.
- The student is expected to treat themselves, instruments, materials, and the teacher with respect.

Teacher Expectations:

- The teacher is expected to attend every lesson on time and with all necessary materials.
- The teacher is expected to explain things in a clear and understandable manner.
- The teacher is expected to show respect for themselves, the student, the instruments, and all materials.
- The teacher is expected to modify/adapt and prepare material that is appropriate to the age, ability, and unique learning style of each individual student.
- The teacher is expected to make each lesson enjoyable and rewarding.
- The teacher is expected to teach the principles of music and instrument so that the student can gain the most out of their musical education.

Lesson Rates:

- \$30 per 30 minutes
- \$60 per 60 minutes

Please understand that when committing to lessons, Compass Inc. is reserving a specific day/time for you that cannot be filled by other customers/students. Therefore, you are not only paying for each individual lesson that occurs, but for that time slot. Your lesson rate includes all of the following:

- Allotted time for lessons
- Reservation of the assigned day/time of your lesson
- Knowledge/expertise of your teachers
(All teachers will have experience in their field, whether through formal training, degrees and/or hands-on experience.)

***Rates are subject to change. At least 3 month's written notice will be given if changes to rates will be made.*

Scholarships

- Partial (50% at \$15.00) and full (100% at \$0.00) scholarships are available. To be considered for our scholarship program, send an inquiry email to lessons@compasscolumbia.org.
- *Scholarship families are responsible for payment of missed lessons. Please remember that attendance issues may result in the loss of your scholarship and lessons ending. Lesson costs are \$30 for a 30 minute lesson and \$60 for a one hour lesson.*

Payments:

- The students are charged tuition on the 1st of each month. Auto pay is required. Payment information is required when registering.
- Students are expected to inform the programs director and private teacher of any known absences for the month before the first of each month so as to not be charged for said lesson.
- If there are insufficient funds in the account and fees are not received by the 15th of each month, a late fee of \$10 will be charged for monthly payments not received within 30 days.
- If payment is not received within 45 days of the dated invoice, lessons will be postponed/terminated until the account balance is paid in full. During this time, Compass Inc. reserves the right to give the student's time slot away to other potential students.

Lesson Schedule:

- Private lessons are a semester long commitment: January-May, June-August and September-December
- Lessons are a semester long commitment and take place once a week in 30 or 60 minute increments. Once a day/time is agreed upon by Compass Inc. and the student, that time will be reserved for said student and the student will be responsible for paying for that time slot.
- Private lessons are continuous, flowing from one semester/session into the next, unless you provide written cancellation to Compass and your instructor.

Compass Holidays:

- No lessons will be held on Columbia Public School Spring and Winter Breaks, New Years Eve, New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

Snow Days/Inclement Weather:

- WE DO NOT FOLLOW THE PUBLIC SCHOOL SYSTEM when determining when to close due to inclement weather.
- Should we choose to close early, delay opening, or otherwise cancel services at the studio, students will be emailed and the option for lessons online via zoom will be available.
- All closings, delays, and cancellations will also be posted on the homepage of our website: www.compasscolumbia.org, as well as our Facebook page @compasscolumbia.
- Students will not be charged for lessons canceled by Compass Inc. due to inclement weather.

Tardiness:

- Students are expected to arrive at their lesson on time. Students arriving up to 15 minutes late may have the remainder of their scheduled lesson. However, the teacher reserves the right to not add missed time to the end of the lesson.
- Teachers are expected to arrive at the student's lesson on time. If the teacher is running late by more than 10 minute for any reason, this will be communicated to you by a phone call or text.

Cancellations:

- The student should contact the teacher and Compass office through email or phone if a lesson will be missed. The teacher will give the student their contact information at the first lesson.
- If the instructor has to cancel a lesson, no charges will be assessed. Students will not be charged for any missed lessons due to the teacher's absence and will be issued a credit for said lesson.
- For an excused absence, please let the instructor and Compass office know at the beginning of the month before tuition is processed. Lessons are not refundable without adequate notice.
- If you are sick and unable to attend your lesson, please contact your instructor and the Compass office as soon as possible. If you are feeling any symptoms of any sort, please stay home. If you are experiencing mild symptoms and are feeling well enough for a lesson, but not well enough to make an in person lesson, virtual lessons on Zoom are available. Missed lessons due to illness will not be refunded, but make up lessons can be available upon request if scheduling allows.
- All late notice absences or cancellations are considered unexcused.
- Scholarship students must follow the same cancellation requirements and expectations to maintain their scholarship status.

Makeup Policy:

- Make-ups are not provided. Exceptions will be made at the teacher's discretion. We understand that things happen. In order to make everything as smooth as possible, we ask that for any reason, if you need to reschedule or cancel a lesson, you let your instructor and Compass office know as soon as possible. Students pay tuition for the instructor's time, not the actual lesson.
- Teachers are not required to give a makeup lesson. Any offer of a makeup lesson will expire within seven days of a missed lesson.

Termination of Lessons:

- One-month's written notice from the student is required for termination of lessons. Email and/or a written letter are acceptable forms of notice. Written notice must be delivered to Compass one-month prior to termination of services. In the event that the student discontinues lessons with insufficient notice, the student will be liable to pay costs for lessons not delivered during the notice period.