

**Master's Music- Donna Henry**  
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**SKYPE-ONLINE LESSONS**

Welcome to online lessons! The following are our guidelines and policies for a successful experience with online lessons together:

1. Fee is discounted if you register in October, 2018 to \$50/hour, locked in thru December, 2018, Regular fee- \$60/hour, paid by the month, due the first day of each month unless you start in the middle of the month, then it is pro-rated for that month. Payments can be received by check in the mail on time. One time introductory lesson fee is \$30/30 min.
2. This form needs to be signed by parent/guardian or student if an adult, with all information filled in And returned ASAP by email attachment preferably or by mail if necessary. Your commitment is Month to month but you are encouraged to be committed long term for progress and success.
3. Try out your skype set up at home in advance to make sure bugs get worked out. Make sure I can see You and your hands sitting at the piano or if you are a voice student standing where I can see your Upper body. Have a notebook for your lesson plan notes and materials that I have recommended for You to purchase for your lessons or have emailed to you.
4. Be on time. Call me on Skype at your lesson time, not before. We will also end on time. If you have Internet problems due to storm or connectivity issues beyond your control, let me know ASAP and and we will reschedule. I will do the same. Weather does affect video conferencing.
5. Please provide 2 weeks notice if you want to discontinue, in order to avoid being charged. There are No refunds for absences or cancellations. Make up lessons will only be given due to reasonable Internet issues or planned vacations or illness that prevents you from doing a lesson. Any other conflicts need to be worked out 24 hours or more in advance if you need a different lessons time.
6. Practice 5 days a week, 30 minutes a day using your lesson notes and strategies I give you for max Results.

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Guardian Email \_\_\_\_\_ Student Email \_\_\_\_\_

Goals: \_\_\_\_\_ Instrument at home: \_\_\_\_\_

Prior Experience or Lessons \_\_\_\_\_

Lesson Time Options in your time zone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_