

East Valley School of Music
Client Contract Agreement



4990 S. Gilbert Rd. Suite B5
Chandler, AZ 85249
(480) 895-0007
www.evsm.net

♪ **Weekly 30-minute private lessons are \$115/month**
(not offered for piano)

*Discounted to \$660 for 6 months & \$1,300 for 12 months

♪ **Weekly 45-minute private lessons are \$170/month**

*Discounted to \$975 for 6 months & \$1,920 for 12 months

♪ **Weekly 60-minute private lessons are \$220/month**

*Discounted to \$1,260 for 6 months & \$2,480 for 12 months

Terms

This Client Contract Agreement is made effective by and between East Valley School of Music and _____ . The parties hereby agree to the following:

Print Name of Parent or Legal Guardian

Tuition

Tuition is billed monthly and is due by the 25th day of the preceding month (i.e. August tuition is due by July 25th, and so forth). East Valley School of Music is open year-round, but takes 1 week off for Spring Break in March, Summer Break in July, Fall Break in October, and Winter Break in December. Tuition is prorated during the first month of enrollment, and tuition remains the same for every month.

Enrollment Fee

All new students and returning students are required to pay a \$30 enrollment fee. The enrollment fee is non-refundable. Books and recital fees are charged separately.

Payments

East Valley School of Music requires tuition payments to be collected automatically on the 25th of each month. Customers are required to fill out the Payment Method Form attached to this contract in order to enroll in lessons. Payment methods are listed below:

- **Bank Account:** Customer provides a bank account and routing number. This method is preferable due to periodic changes in credit/debit cards, such as expired, cancelled, or declined cards, and clients who sign up with bank account payments will receive a \$10 discount off their first payment.
- **Credit/Debit Card:** Customer maintains current credit or debit card information on file.
 - If a card is declined, invalid, or expired, East Valley School of Music will contact customer. If payment issues are not resolved by the end of the month, a \$20 late fee will be assessed.

Invoices are emailed on the 18th of each month. Please review all invoices for your records and contact us if you have any questions. There is a \$20 late fee for all payments not received by the last day of the month.

Communication

East Valley School of Music sends out periodic emails with important announcements and updates. Please be sure to read these emails to stay informed. Upon enrolling in lessons, you will be given your instructor's contact information, including phone number and email address. If you need to cancel a lesson, contact your instructor directly. Please do not contact the office to cancel a lesson.

Missed Lessons

East Valley School of Music does not give refunds for missed lessons. Instructor will attempt to reschedule missed lessons within 2 weeks due to sickness, emergency, or mandatory school function only. There are no guarantees that instructor will be able to reschedule all missed lessons. Additionally, instructor will reschedule up to 2 missed lessons for vacations during the summer months of May, June and July, if advanced notice is given. Please do not come to lessons if you are sick or contagious. Instructor is responsible to make up any lessons they cancel, and East Valley School of Music may assign a substitute instructor to teach lessons cancelled by instructor from time to time.

Equipment Requirement

Before enrolling in lessons at East Valley School of Music, students are required to have an instrument as well as other necessary equipment. Having the proper instrument and equipment is essential to students' progress. Please read the following requirements for each instrument:

- ♪ **Piano:** Student must have an acoustic piano in order to enroll in lessons. Student is also required to purchase a metronome at instructor's request.
- ♪ **Voice:** Student is required to have a CD player and a keyboard, digital piano, or acoustic piano in order to enroll in lessons.
- ♪ **Guitar:** Student is required to have an acoustic guitar or an electric guitar with amplifier in order to enroll in lessons. Student must also have a music stand, metronome, tuner, extra strings, and guitar picks.
- ♪ **Bass:** Student is required to have a bass guitar with amplifier in order to enroll in lessons. Student must also have a music stand, metronome, tuner, and extra strings.
- ♪ **Strings:** Student is required to have a working instrument with bow, rosin, and cleaning cloth in order to enroll in lessons. Cello students must have a rock stop for performances. Student must also have a music stand, metronome, and tuner. East Valley School of Music offers rentals for violin, viola, and cello. Please speak with your instructor before purchasing an instrument. Student may need to purchase additional materials upon instructor's request.
- ♪ **Woodwinds:** Student is required to have a working instrument in order to enroll in lessons. Reed players are required to have a minimum of 2 working reeds at all times. Student must also have a music stand, metronome, and tuner. East Valley School of Music offers rentals for flute, clarinet, and saxophone. Please speak with your instructor before purchasing an instrument. Student may need to purchase additional materials upon instructor's request.
- ♪ **Percussion:** Student is required to have an acoustic snare drum and/or practice pad, a bell kit, or a piano/keyboard, as well as sticks, a music stand, and a metronome. Student may need to purchase additional materials upon instructor's request.

Waiting Area & Lesson Observation

Children under the age of 9 must be accompanied by an adult at all times, especially in the store area. While in the waiting area, please keep noise to a minimum. Parents are welcome to sit in on lessons at any time, but siblings, infants, and friends of students are not permitted to sit in on lessons as it is a distraction to both the student and the instructor and compromises the learning environment.

Practice Requirement

Students are required to attend lessons regularly and practice consistently. Music lessons are a serious commitment, and East Valley School of Music cannot hold timeslots for students who are unable to attend and/or practice on a regular basis. Student is required to practice the minimum minutes assigned by instructor 5 days a week. Parent is required to sign off on lesson assignment sheets to verify practice time for students age 4-12.

Probation & Dismissal

Instructor will notify parent if student is consistently absent, not practicing, not completing theory assignments, or misbehaving during lessons. If issues are not resolved, student will be placed on a 4-week probationary period or dismissed from East Valley School of Music.

Recital Participation, Preparation, and Guidelines

East Valley School of Music offers several recitals and performance opportunities for students throughout the year. Please see Calendar of Events or visit our website for a complete list of all recitals and performances.

- Students should have solo piece(s) memorized and performance-ready no less than 2 weeks prior to a recital. Students who are not prepared will not be allowed to perform. (Memorization is not required for duets and ensemble pieces.)
- Students are required to follow the dress code for each recital. Family and guests attending the recital should dress appropriately.

- Students are required to arrive at least 10 minutes early to all recitals. Depending on the instrument, students may be required to arrive up to 30 minutes early to prepare and warm-up per instructor's request. Students who do not arrive in time to tune their instrument and/or warm-up will not be allowed to perform.
- Students are required to stay for their entire performance set as a courtesy to all of the performers.
- Performance etiquette: When performing, students will announce their name and piece and take a bow when finished. In addition, piano students need to adjust their bench height and distance before performing and do a wrist float-off after the final notes are played.

Instructor Reassignment

Due to the nature of coordinating timeslots and the schedules of instructors and students, it may be necessary to reassign a student to another instructor. Students assigned to an instructor who leaves East Valley School of Music will be reassigned to another instructor. Per the instructor contract with the school, instructors are not permitted to teach students privately, apart from East Valley School of Music.

Summer Travel Policy

East Valley School of Music continues lessons year-round. Please be aware that students who withdraw from lessons for summer travel will not be guaranteed a timeslot when they return. Students who leave for more than 4 weeks due to summer travel have the option of paying half the tuition amount for a time period of up to 8 weeks in order to stay enrolled and keep their weekly timeslot when they return. No make-up lessons will be given for students paying half tuition for the weeks missed, and half tuition payments must be made in advance.

30-Day Notice of Withdrawal

East Valley School of Music requires a 30-day notice of withdrawal from lessons at any time. To withdraw, please inform your instructor and fill out a Notice of Withdrawal Form to turn in to the front office. If a student is unable to finish out the 30 days, the remaining lessons must be paid for in full.

I, _____, agree to the terms of this contract.
Print Name of Parent or Legal Guardian

I understand that failure to comply with any of the terms of this contract may result in dismissal from East Valley School of Music.

X _____
Signature

Date _____

Office contact information:

(480) 895-0007
office@evsm.net

East Valley School of Music
Payment Method Form



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Chandler, AZ 85249
(480) 895-0007 | www.evsm.net

Parent Name or Legal Guardian Name: _____

Student(s) Name(s): _____

Payments

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Please choose from one of the following payment methods:

(Once recorded, this form will be shredded for security)

- **1. Bank Account:** Customer provides a bank account and routing number.
Save \$10 instantly off the first month by using this method

Bank Name _____

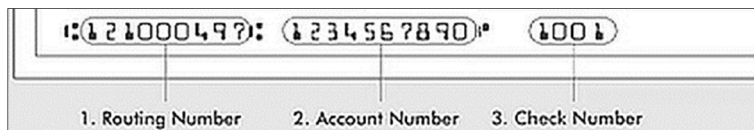
Name on Account _____

Routing # (9 digits) _____

Account # _____

Account Type (circle one) Checking Savings

Sample from bottom of check



- **2. Credit/Debit Card:** Customer maintains current credit or debit card information on file.
 - If a card is declined or expired, East Valley School of Music will contact customer. If payment issues are not resolved by the end of the month, a \$20 late fee will be assessed.

Name on Card: _____

Card Number: _____ Expiration Date: _____
Please write clearly (MM/YY)

Card Billing Address: _____
