

## LESSON CANCELLATION POLICY

### LESSON CANCELLATION

Cancellation of a lesson must be made AT LEAST 24 hours prior to the scheduled lesson time in order to receive a make-up lesson (for definition of a make-up lesson, please see below). This includes leaving messages on the answering machine or e-Mail. No shows or failure to notify the teacher within 24 hours is considered a forfeited lesson and you will be expected to pay the fee of the lesson. If you know of dates ahead of time where you/your child cannot make a lesson, please notify the teacher when booking/paying for your lessons. There are NO refunds on unused or cancelled lessons. Should you choose to take a break, unused lessons can be banked for you for a period of 3 months. Unused lessons after that time will be considered forfeited. Should you decide to stop taking lessons altogether, please give your teacher 2 calendar weeks worth of notice. If 2 weeks are not given, the funds for the lessons will be forfeited for loss of opportunity.

### NO-CALL, NO-SHOW

In the event where the student does not show up to a lesson for 15 minutes or longer, and does not communicate before the lesson, the lesson fees will be forfeited for that lesson. Consideration will be made on a case-by-case basis. However, if this becomes a frequent occurrence, the lesson fees will be forfeited for that lesson.

### MAKE-UP LESSONS

Any lessons cancelled at least 24 hours ahead of the scheduled lesson will receive a make-up lesson at a time convenient to both the teacher and the student. This makeup lesson will not be skipped over or added to the end of the set of weekly lessons. Typically, make-up lessons take place at an alternate time/day within the week. In the event the make-up lesson will not work, the cost of the lesson will be removed from your next payment. Make-up lessons not used after 3 months will be considered forfeited. A make-up lesson can be booked with your teacher directly.

### PAYMENTS

We offer 2 lesson payment plans for the Standard and Basics Lesson Packages which can be made via Cash or Interact e-Transfers. Receipts and Text reminders can be sent out to let you know when the fees are due. All lesson fees are due at the beginning of each payment period before or at the beginning of the first lesson. If payment is not made by your next lesson, you will not be able to receive additional lessons and your lesson time will be opened for other students. There are NO REFUNDS on unused or cancelled lessons.

### HOLIDAYS / SCHOOL BREAKS

Exceptions will be made with respect to School breaks, Christmas, March Break, Religious and Statutory Holidays, or loss of family. Please advise your teacher as soon as you know you will have to miss a lesson due to these previously mentioned breaks. As some private schools have a 2-week March break, we will allow a skipped lesson for the week that coincides with the School Board. If a student will be missing both weeks during the march break, the 2nd week will be marked down for a make-up lesson.

### WHEN YOUR TEACHER CANCELS / BAD WEATHER

In most cases, when your teacher cannot be at your lesson, we will find a suitable make-up time for our lesson and resume the following week. If your teacher cancels with less than 24 hours of notice, the lesson will be marked as a make-up lesson. For At-Student-Home lessons, we reserve the right to cancel lessons with less than 24 hours due to weather conditions. Our teachers are public performers and will occasionally have to reschedule lessons for performances.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

Parent/Guardian Signature: \_\_\_\_\_

# O'Brien Music Academy

31 School Street

Miscouche, PEI, C0B 1T0

Phone: 705-209-9970

Email: [businessobrien20@gmail.com](mailto:businessobrien20@gmail.com)

## Student Application

Student ID: \_\_\_\_\_ (Teacher use)

### Personal Information

### Address

First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Last Name: \_\_\_\_\_

“ “ Line 2: \_\_\_\_\_

Pronouns: \_\_\_\_\_ Age: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_ (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

State / Province: \_\_\_\_\_

E-mail: \_\_\_\_\_

Postal / Zip Code: \_\_\_\_\_ - \_\_\_\_\_

### Lesson Method:

Online: ☐

In Person: ☐

### Instrument

☐ Classical Guitar ☐ Acoustic Guitar

☐ Electric Guitar ☐ Piano

☐ Cello ☐ Voice

☐ Flute ☐ Clarinet

☐ Music Theory

Is this a rehabilitation application?

☐ Yes ☐ No

### About You

Why do you want to learn? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Favorite songs/artists: \_\_\_\_\_

\_\_\_\_\_

## Lesson Package

### Standard

\$100 Registration and Composition Fee

(Choose one) ☐

\$200 (\$50 per Lesson x 4, upfront)

Total sign-up cost: \$300.00

### Basics

\$100 Registration and Composition Fee

(Choose one) ☐

\$120 (\$30 per half hour x 4, Upfront)

Total sign-up cost: \$220.00

Payments can be made to [businessobrien20@gmail.com](mailto:businessobrien20@gmail.com) via e-Transfer

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### **Course Outline**

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**Lesson 1:** Posture, Assessment of Abilities, Basic Technique practices, Scale work, and assigning repertoire.

**Lesson 2:** Giving study material, breaking down fingerings, assessing techniques understanding and applying corrections, studying scales assigned, develop practices for assigned material.

**Lesson 3:** Reviewing work from previous session, introduce new practice exercises for issues arising, study scales assigned.

**Lesson 4:** A Section Complete break down of rep 1, practice of hard sections, Scale rhythm practice.

**Lesson 5:** Practice the rep we broke down last week, focus on connecting material that is less memorized and unstable, Scale performance practice.

**Lesson 6:** Scale performance, further exercises for working out issues in performance, working tempo up on each difficult part of the music, introduction of new scale.

**Lesson 7:** Performance practice on the A section of rep 1, work on phrasing/strum pattern/understanding of the music.

**Lesson 8:** Performance of A section of rep 1, revisit of first scale, practice of second scale, introduction of choice of rep 2.

Submit this package as a PDF or JPEG to [businessobrien20@gmail.com](mailto:businessobrien20@gmail.com) and our professor will get back to you when your application is processed. Payments will also be made to the same email address.

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## Student Package

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### Student ID:

What is expected of me?

- To show up on time and prepared for each lesson (pencil, sheet music and papers from previous lessons)
- That each lesson is at the same date and time each week

What is expected of your teacher?

- To be prepared for each lesson
- To have a clean accessible workspace
- To have a plan with steps and resources plotted out for each lesson
- To understand your unique musical tastes and needs and adapt a teaching style for you

Classroom dynamic:

- We both are equal in my studio
- If you are uncomfortable, let me know and I will do my best to accommodate for you

Rules:

- No use of phones or electronics during a lesson unless instructed
- Absolutely no sexual or verbal harassment of the staff or residents of the building
- No smoking anywhere within 10 feet of the building

What you control:

- What music you would like to learn
- What genre you would like to learn
- The date and time of your lesson

The knowledge and guidance you are getting from me has been personally collected over 12 years of learning, studying, and watching others learn, however the techniques I use have been developed over hundreds of years. Follow my guidance and you will succeed with your instrument!

**Always remember,**

**All greatness takes time and patience!**

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# Video Consent and Release Form

Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to The O'Brien Music Academy [legal entity/organization], its affiliates and agents, to use my image and likeness and/or any interview statements from me in its publications, advertising or other media activities (including the Internet).

This consent includes, but is not limited to: (Initial where applicable)

\_\_\_\_\_ - (a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of me and/or record my voice;

\_\_\_\_\_ - (b) Permission to use my name; and

\_\_\_\_\_ - (c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, in newspapers, magazines and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness.

This consent is given in perpetuity, and does not require prior approval by me.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

The below signed parent or legal guardian of the above-named minor child hereby consents to and gives permission to the above on behalf of such minor child.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

(or Legal Guardian)

*The following is required if the consent form has to be read to the parent/legal guardian:*

I certify that I have read this consent form in full to the parent/legal guardian whose signature appears above.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Organizational Representative