

HARVARD STREET MUSIC EXCHANGE STUDENT AGREEMENT

Here at our Harvard Street Music Exchange we believe that it is a human right to play, create, and enjoy music and we are incredibly grateful that you have chosen us to guide you in your musical journey! We aspire to give each of our students the tools, encouragement, and inspiration they need to grow in their chosen instrument! It is our goal to help each of our students unlock the artists within them and ultimately teach them how to create their own songs and compositions!

STUDENT SAFETY

Here at Harvard Street Music our Students safety and comfort is of utmost importance. All of our instructors are experienced and background screened. Our facility is insured and under security surveillance. Our lessons rooms have large windows and are large enough for you to sit in and observe the lesson without interrupting the teacher and student. We also have a Lesson Lounge, with seating, reading materials, board games, water cooler, coffee, tea and Free WiFi.

LESSON TIMES

Lessons are available Monday through Saturday from 10AM-7PM. We recommend beginner students start with a half hour lesson once a week. We feel it's better to start with one half hour lesson and work your way up to hour or multiple lessons per week. We also encourage our students to take part in our winter and spring student recitals.

LESSON RATES

Lessons need to be booked and paid for at least 24 hours in advance of lesson time. Our lesson rates are as follows:

\$35/ Half Hour

\$65/ Hour

DISCOUNTS

We offer a \$5 discount if it is your first lesson with us and/or if you subscribe to our monthly billing program. Monthly billing program are when lessons are purchased for the calendar month ahead (4+ Lessons). Payments can be made in store or by filling out the CC Authorization form for automatic monthly billing. Automatic monthly billings go through from the 1st-3rd of every month.

100% SATISFACTION GUARANTEE

The first lesson is offered with a "100% Satisfaction Guarantee."

We are confident in our approach and connection with our students that If you walk away unsatisfied we'll refund your payment.

STUDENT CANCELLATIONS

If you need to cancel a lesson for any reason it must be done as soon as there is a known conflict by contacting your instructor, or, EMAIL at: harvardstreetmusic@gmail.com with "STUDENT CANCELLATION" on the subject and your instructor name, lesson time, and preferred contact phone number in the email. You can also CALL during regular business hours, Mon-Sat: 10AM-7PM, at (951) 925-6200. If possible, a make up lesson will be scheduled by instructor. Refunds/Credits are not given for lessons cancelled by a student unless cancelled before 24 hours of scheduled lesson time. Students enrolled in Month to Month billing get one "Day of Cancellation" credit per month (Must EMAIL or CALL at least 4 Hours Prior to Lesson to receive credit)

INSTRUCTOR CANCELLATIONS

If an instructor has to cancel a lesson for any reason they will do so as soon as the conflict is known. A makeup lesson will be scheduled or a credit will be applied to your account. Include all contact info on your registration form so we can reach you.

WITHDRAWAL/TERMINATION

We ask for at least one month notice of plans to withdraw from lessons. Withdrawal notification must be submitted at: harvardstreetmusic@gmail.com with subject reading "Student Withdrawal/Termination" and your teacher, lesson time and contact info in the email. If a student has 2 consecutive no call / no shows, we will release the student's spot in the schedule. Students who withdraw at any time will forfeit any unused lesson credits.

HOLIDAYS

We are closed on: New Year's Day, Easter, 4th of July, Thanksgiving, and Christmas Day.

STUDENT RESPONSIBILITIES

-Student Check Ins-

Students are responsible for checking in, at the front counter, before each lesson. We ask for your cooperation as it will help us keep track of your lessons credits.

-Materials-

Students are responsible for the purchase of their own books, instruments, and other materials needed for the lessons they are receiving.

-Practicing-

Each instructor will recommend how much practice is ideal for each student and will encourage students in their practicing. Nevertheless, once the instructor is gone it is up to the student to do their own practicing. Progress will be made most quickly by those students who maintain the recommended practicing time. Parents are also encouraged to be involved in their students practice. Taking the time to listen to your child play their weekly songs, or creating a set time for practicing in the students daily routine are good ways to become involved.

-Attendance-

Students are responsible for their time slot with Harvard Street Music Exchange. If a student is not available for their weekly lesson for any reason it is not the responsibility of the instructor to make up the missed lesson, or the responsibility of Harvard Street Music Exchange to reimburse the student for the missed lesson. In addition to this, students are asked to contact their Instructor or Harvard Street Music Exchange 24 hours in advance if a student will be unavailable for their lesson.

-Student Contracts-

Students or parents of students being taught by Harvard Street Music Exchange are to sign and hand in a student contract with their first payment of lessons. This student contract ensures that both the students and the parents understand the business arrangements of how these lessons will work.

By signing, I acknowledge that I have read and understand the terms and conditions of this contract.

Student Name: _____

Signature: _____ Date: _____

Parent Name (If applicable): _____

Signature: _____ Date: _____

HARVARD STREET MUSIC EXCHANGE STUDENT INFORMATION

STUDENT NAME: _____

FAV MUSIC/ARTIST: _____

BIRTHDAY: _____ **INSTRUMENT:** _____

LESSON GOALS: _____

LESSON TIME: _____

INSTRUCTOR NAME: _____

PARENT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____

PHONE: _____

NOTES: _____

Music Lessons Monthly Billing Credit Card Authorization Form

Please complete all fields.

You may cancel this authorization at any time by contacting us at:

(951) 925-6200 or harvardstreetmusic@gmail.com

This authorization will remain in effect until cancelled.

Credit Card Information
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other
Cardholder Name(as shown on card):
Card Number:
Expiration Date (MM/YY) & CVC:
Cardholder ZIP Code (Credit Card Billing Address):

I, _____(Print Name),

authorize Harvard Street Music Exchange to charge my credit card above for agreed

upon purchases. I understand that my information will be saved to file for future

transactions on my account.

Cardholder Signature: _____

Date: _____