

Matthew Nelson Lesson Contract

I. Rates & Payments

- a. Lesson rates are subject to change. All students will be notified before a rate change goes into effect.
- b. Payments are due on the day of the lesson.
- c. Acceptable forms of payment are cash and Zelle.
- d. If a payment is missed, then lessons will be halted until the balance is cleared.
- e. I reserve the right to permanently terminate lessons if payment is missed for three consecutive lessons.
- f. Prices are subject to change.

II. Communication

- a. Students who are under the age of 18 or still in high school must include a parent/guardian as a CC on any emails sent to the instructor. The instructor will not call or accept phone calls from students.
- b. Students who are under the age of 18 or still in high school will not receive the instructor's phone number and direct communication will be exclusively through email.
- c. For guardians of students under the age of 18 or still in high school: By including a student email in the contact information below you approve the instructor to email the student directly with a parent/guardian CC'd.

III. Scheduling

- a. All scheduling is done through the Calendly software. If there aren't any available times that work for your schedule, please email me.
- b. In the event that a lesson must be rescheduled, it must be done through Calendly.
- c. If a lesson is rescheduled within 24 hours of when the lesson would have been, then it will be considered a missed lesson, and payment will still be due by the date on which the lesson would have been.

IV. Cancellations

- a. All cancellations must be handled through Calendly.
- b. If a lesson is canceled within 24 hours of when the lesson would have been, then it will be considered a missed lesson, and payment will still be due by the date on which the lesson would have been.
- c. All time is based on the standard internet clock built into any internet connected device, not a school, personal, business clock, or other system.
- d. If the instructor is late, the lesson (or a future lesson) will be extended to make up the missed time.

V. Illness

- a. If you are ill or recovering from an illness, please let me know as soon as possible and we will cancel the lesson. I would rather all parties involved be healthy than risk exposing more people to said illness. Also, if significant practice time has been missed during the week in between lessons due to illness, please notify me, as we will postpone that lesson for a week for recovery.

- b. If a lesson is canceled within 24 hours of when the lesson would have been, and the cancellation is due to illness or an unforeseen emergency, then it will not be considered a missed lesson.

VI. Expectations and Responsibilities

- a. Students are expected to prepare their lesson material to the best of their ability.
- b. If the student is under the age of 18 or still in high school, and the lesson is happening at the residence of the student, then a parent or guardian must be present at said residence for the duration of the lesson.

By signing this contract I acknowledge that I have read and understand the terms and conditions of this contract. I understand that Matthew Nelson reserves the right to alter this contract after which the new version will need to be resigned in order for lessons to continue. I have a copy of this information for future reference.

Student Signature _____

Student Email _____

Date: _____

Guardian Signature _____

Guardian Email _____

Guardian Phone _____

Date: _____

Instructor Signature _____

Instructor Email _____

Date: _____