



Learn. Play jazz. Make progress. Have fun.

## Private Instruction Policies

### **Location:**

All private instruction will take place at Jazz Night School, 3916 South Morgan Street, Seattle, WA 98118, unless otherwise arranged.

### **Lesson Time:**

Students' private instruction time will be on a mutually agreed day and time, weekly or bi-weekly. Requests for consideration of changes to instruction day/time need to be made at least two weeks in advance to make best attempts not to miss any paid instruction times.

### **Student Responsibilities:**

- Provide a specified notebook for lesson plans/notes, and bring it to every private instruction time.
- Be punctual—late arrival will shorten lesson times.
- Practice to the best of your ability.

### **First Time:**

Your first private instruction time may entirely be an assessment discussion in order to get clear about your present abilities and needs. An outline of areas to work on will be made as guidelines for your on-going private studies.

### **Practice:**

Consistent practice, whatever the amount or frequency, is the best way to improve. In some extreme situations, if a student is repeatedly unable to practice, Jazz Night School may cancel their private instruction times—unused times may become forfeited and non-refundable.

### **Payment:**

Payment for private instruction reserves your specific private instruction time. Depending on the arrangement made between you and Jazz Night School, payments will be made in advance or on the first lesson of every block, for private instruction blocks of one month (four or five instruction times), or ten weeks. Payment period options are subject to change. Payments may be made by cash, check or PayPal (PayPal will add a processing fee).

Jazz Night School keeps current private instruction rates posted at [www.jazznightschool.com](http://www.jazznightschool.com). Private instruction rates are subject to change, and changes will be announced in advance.

### **Late Payment Policy:**

If you cannot pay before or at the first private instruction time in a block, please discuss special arrangements with Jazz Night School or a late fee of \$10 per week delinquent will be added.

If no payment has been received by a third private instruction time in a block, your lessons may be suspended and your time slot may be lost.

### **Bounced Checks:**

Bounced checks will incur all related bank processing expenses, late fees, and a \$25 fee.

### **Cancellations:**

Payment for private instruction reserves your specific private instruction time. There will be no credits or refunds for absences/cancellations by students. In some cases, make-ups for missed time may be rescheduled at instructor's discretion. Repeated cancellations by students will risk loss of their time slot.

Cancellations by instructors will be made-up at a mutually agreeable time or credited toward future lessons.

**Thank you for your attention and cooperation,  
Jazz Night School**