

## PRIVATE MUSIC LESSON INSTRUCTION FORM

<b>I. STUDENT INFORMATION</b>	<b>UNIVERSITY</b>	<b>FALL 2021</b>
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Date of Registration _____	ID# _____
Name _____	Cell Phone _____
Local Address _____	Major _____
	E-Mail _____

This form is for college students:       Freshman       Sophomore       Junior       Senior       Graduate

<b>II. AREA OF INSTRUCTION</b>
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INSTRUMENTS                      OTHER AREAS

<b>III. FOR CREDIT</b>
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MUPF \_\_\_\_\_

**1st and 2nd year non music majors course = MUPF 160**  
**3rd and 4th year non music majors course = MUPF 360**

- 1 Credit = ½ hr. lesson (plus \$121 course fee)  
2 Credits = 1 hr. lesson (plus \$121 course fee)

<b>IV. FOR NON-CREDIT</b>
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½-hour lessons = \$420.00 (14 lessons)	\$ _____	Charge to Student Account
1-hour lessons = \$840.00 (14 lessons)	\$ _____	<b>Must obtain signature from Student Financial Services</b>
½-hour lessons @ \$30.00	\$ _____	
1-hour lessons @ \$60.00	\$ _____	

<b>V. PRIVATE LESSON CONTRACT:</b>
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- A. Applied lessons must be paid in full at the time of registration.
- B. In order to ensure progress and a valid learning experience, you are expected to practice daily. A weekly total of five hours practice for each one-half hour of lessons is expected.
- C. A lesson cancelled by your instructor will be made up at a mutually convenient time.
- D. A lesson cancelled by the student may be made up at the instructor's discretion only in extenuating circumstances that can be documented by the student. Students must inform the teacher of a planned absence due to extenuating circumstances by 8:00 a.m. the day of the lesson. Missed lessons without prior notification to the teacher are considered un-excused absences and teachers are not required to make up un-excused absences. Lessons are not scheduled during Fall/Spring breaks or holidays.
- E. It is the responsibility of the student to cover the cost of all lessons received or missed due to un-excused absences during the University drop/add period.
- F. There will be no refund for students dropping lessons after the published University last day to ADD to a class. By scheduling time with an instructor, you prevent the instructor from scheduling another student during that time period.

*I have read, understand, and agree with the policies herein stated concerning private music lessons at Andrews University Department of Music.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>VI. FOR OFFICE USE ONLY</b>
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Teacher: \_\_\_\_\_