



Private Music Lesson Program

Leander ISD - Fine Arts Office
PO Box 218
Leander, TX 78646
Phone: 512-570-0162
Fax: 512-570-0204
Sheila.olenich@leanderisd.org

General Policies and Procedures

Registration:

- Registration forms will be available online with credit card payment option <http://leanderisdrevtrak.net>.
- For those wishing to opt out of credit card payment then physical paper copy of the enrollment packet may be downloaded from a link on the online enrollment website, your band/choir website, or your student's campus director. Paper enrollments should be completed and returned to the student's director (w/ deposit check attached). Deposit checks should be made to LISD and sent to the campus director with the paper copy of the enrollment form. This is the only time the lesson check should go to the campus.
 - ✓ Please note—checks will be deposited into the bank and reserved as a credit in the account until May statement.
- Lessons should **NOT** begin until the enrollment form & deposit have been submitted.

Scheduling:

- Scheduling with a private lesson teacher will be done as quickly as possible. An occasional delay in placement might occur due to teacher availability.

Billing:

- Parents will receive a notice of account monthly –billed in arrears (usually by the 8th of each month). The statement will reflect the past month's activity.
- Payment is due upon receipt; account becomes past due after the 25th of current month.
- Lesson rates are \$14 per 20-minute, \$21 per 30-minute, \$28 per 40-minute, \$31.50 per 45-minute, and \$42 per hour lesson.
- This program will end April 30th and the deposit will be applied to the May statement.
- The May statement will reflect any balance due to clear the student's account or a credit balance that may be rolled to the next year or refunded to the parent.
- May (and summer lessons, if applicable) will be billed by and paid directly to the private lesson teacher.

Payments (mailing address-Leander ISD, Fine Arts Dept; PO Box 218, Leander, TX 78646):

- Online Credit/Debit card payments are being accepted this year. Please go the Fine Arts link from your district "store" site and choose Fine Arts/Private lessons. Students account balances will be uploaded monthly.
- Online or Auto Bill Pay thru your bank—these checks are readily accepted. When setting up these accounts with your bank please use your student's name as the "account" along with the campus and department (example-Joe Smith/CPMS/Choir) and use the above mailing address. Please allow for one check per student account.

- Personal checks should be made out to: LISD with "private lessons" and student's name in the memo line; sent to Leander ISD, Fine Arts Dept;
 - ✓ **Driver's Lic. # should be on ALL personal checks.**
- Please note that any student that has not paid the deposit or if the account does not stay current with payments student's may be dropped from the program until such time that the account becomes current.
- **Late Fee** will be charged to accounts for any payments not received in the Fine Arts Office by the 25th of the month.

Absence from Lessons:

- Once assigned a lesson time, students are expected to attend. No show/ No call is an unexcused absence for lessons.
- Unexcused lessons will be charged to the student.
- A student who wishes to be excused from his/her lesson should contact the private lesson teacher at least 24 hours in advance. (Contacting a director or school attendance office does not excuse an absence from lessons.)
- It is important that students obtain their assigned private teacher's phone number and/or email so that contact can be made easily.
- Students/Parents are responsible for making contact with their teacher in order to be granted an excused absence.
- Notice for absences for school events should also be given (Private Lesson teachers are not employees of LISD and are unaware of "special event" days/trips).
- Keep your private lesson teacher informed of what is coming up (Pep rallies, testing, UIL performances, field trips – it is your responsibility to cancel/reschedule lessons).
- Emergency situations on the day of the lesson will be the only excuse for failing to give the required 24-hour notice. However, the teacher must still be notified. Failure to do so will result in the account being charged for the lesson.

Termination of Private Lesson program:

- Parents should inform the private lesson teacher and the Fine Arts Office in writing of their intent to terminate lessons.
- A copy of this notice needs to be on file with the Fine Arts Administrative Assistant. Email notice is acceptable.

Financial Statement

- Lack of personal financial resources may not prohibit a student from participating in the private lesson music program. Please contact the director or the LISD Fine Arts Office if you have any questions regarding this matter.

Commitment

- Students and parents are asked to commit to the private lesson program for the entire YEAR, if you find it necessary to terminate lessons we ask that this be done at semester break (must be in writing) if possible.



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Enrollment form

Please Print

Student's Name: _____ Instrument/vocal part: _____

Address: _____ City: _____ Zip: _____

Parent Name: _____ Parent e-mail (if available): _____
(will be used for e-statement billing as well as communication)

Home Phone: _____ Business Phone: _____

School: Cedar Park HS Leander HS Rouse HS Vandegrift HS Vista Ridge HS
 Canyon Ridge MS Cedar Park MS Four Points MS Henry MS Leander MS Running Brushy MS Wiley MS

Grade: 6th 7th 8th 9th 10th 11th 12th

Class Period: 1st 2nd 3rd 4th 5th 6th 7th 8th 9th

Private Lesson Teacher (if currently taking): _____ Requested teacher: _____

Requested length of lesson per week: (circle preference-subject to teacher schedules —

Note: HS lessons will be 1/2 hour minimum)

20 min. (\$14 ea) 30 min (\$21.00 ea) 40 min (\$28 ea) 45 min (\$31.50 ea) 60 min (\$42 ea)

A deposit check for 1-month's lesson fee must accompany this enrollment form.

(Checks are deposited in the bank and credit is held until the end of the year's program, then applied to the student's account for their last month of lessons.)

(Deposits: 20 min.- \$56.00 30 min.- \$84.00 40 min - \$112.00 45 min - \$126.00 60 min. - \$168.00)

Instructions: Turn in completed form to the student's director. Invoices will be sent by the 8th of each month (e-statements will be sent via email listed on this form). Enrollment in this program is a commitment to take private lessons as outlined in the attached procedures. Program cancellations **MUST** be made in writing and sent to the LISD Fine Arts Office and private lesson teacher. Your signature is acceptance of financial responsibility on this account and notice of Lesson procedures.

Your check or money order should be made payable to LISD (with your student's name and "private lessons" on the memo line).

A Driver's License number MUST be on ALL personal checks to LISD.

DRIVER'S Name & LICENSE # (Accounts being paid by personal check): _____

Parent's Signature: _____ Parent's Name Printed: _____
(Signature verifies that the attached policies & procedures have been received and will be honored.)

If possible, assign private lessons during class. If possible, assign private lesson before/after school.

Every effort will be made to accommodate scheduling conflicts. Please note conflicts below (ie, Wednesday Church, piano lessons, etc.) _____

TO BE FILLED IN BY THE DIRECTOR: (check appropriate box & fill in teacher name if available)

- This student is scheduled with PL Teacher: _____
- o This student has not been scheduled at this time.

Special Note:

Lack of personal financial resources should not prohibit your child from participating in the private lesson program. For more information, contact your child's director or the LISD Fine Arts Office (570-0162) for assistance.