

Cole Bartels Low Brass Studio Policies

Payment

- Lesson rates effective Sept. 1, 2020:
 - \$25 – 30 minutes
 - \$50 – 60 minutes
- You may pay on either a per lesson basis, or pre-pay for a certain number of lessons
 - If choosing to pre-pay, I will keep track in my spreadsheet and notify you when your next payment is due.
 - Many students like to pay on a monthly basis
 - If paying per lesson, please do your best to not forget a payment!
 - If you forget one week it is okay, but I will expect payment for two lessons at the start of our next meeting.
- Accepted payment methods include: PayPal, Venmo, check, or cash

Online Lessons

- During the COVID-19 pandemic, lessons will be given online via Zoom or some other video conferencing platform.
 - At this point, I plan to continue teaching online through the end of 2020, but this is subject to change as things develop with the pandemic.
- Students do not need to have any fancy equipment beyond a device on which they can join a video call.
- Please do your best to remember your lesson and show up on time.
 - If after 15 minutes you don't show up I will consider it a "no show," you will forfeit the lesson that week, and I will request to be compensated for my time.

Travel Fee

- If I am traveling to your home or your school to teach lessons. However, if it is further than 10 miles from my home, a \$5 travel fee will be added to the cost of each lesson to subsidize both lost time traveling to and from, as well as fuel costs.

Cancellation Policy

- We all require flexibility in our lives, so I will always do my best to notify you as far ahead as possible of cancellations/reschedules that are necessary due to my schedule.
 - We should always try to reschedule rather than cancel
 - I believe that consistently meeting each week is important for development!
- If something arises and you need to cancel or reschedule a lesson, you must notify me at least 24 hours ahead of our agreed lesson time. (The earlier you notify me, the better.)
 - IF CANCELLING within 24 hours, I will charge for that lesson, or deduct the appropriate amount from that which was pre-paid.
 - RESCHEDULING within 24 hours is okay.
 - Rescheduling and then later cancelling that time will result in being charged, even outside of the 24 hour window.
- Exceptions to the 24 hour rule may include: inclement weather (if you are traveling to me), sudden illness, family emergency, etc.

- Exceptions to the 24 hour rule DO NOT include: forgetting your trombone at school, not preparing your lesson material, not having a functioning instrument, etc.
- I expect to be paid for a lesson even if you forget to show up. That time is always reserved in my schedule and it is only fair to be compensated for that time regardless of if you show up or not.

General Expectations

- No one sounds their best when playing for the very first time each day. Please try to play earlier in the day, and be warmed up prior to each lesson.
- Have all of your materials at each lesson (instrument, mouthpiece, pencil, books, solos, etc.)
- Your instrument should be in decent working order. Regularly clean and lubricate so that everything moves freely.
- Practice all of your assigned materials several times between each meeting.
- Also practice the fundamentals exercises that we do together.
- Practice more than just what I assign you
 - I love when you bring things to me that you want to work on!
- Come to each lesson ready to work and learn with an open mind.

Miscellaneous

- Please just call me Cole, no need for Mr. Bartels or anything formal like that.
- Expect to become great through your own diligence, determination, discipline, and practice. My advice is merely supplementary to the expertise you gain through regular practice on your own.
 - You only see me for a small portion of time each week!