

William Seiji Marsh

Guitarist – Educator

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March 31st, 2014

Lessons will take place at Falcon Art Community (5415 N. Albina Ave, Portland, OR) or at Beaverton Music Services (12630 SW 1st St, Beaverton, OR)

Required lesson materials:

- Playable guitar (either acoustic or electric is fine)
- Method-book, as recommended by instructor.
- Three-ring binder or notebook with paper
- Pencil
- Chromatic or guitar tuner
- Metronome (intermediate and advanced students)

Lesson rates:

Weekly lessons are offered at a flat monthly rate to accommodate students that would like to reserve time in my schedule on a weekly basis. Weekly students are guaranteed one lesson per week, with the exception of three holidays (see below, under attendance policy). If I am absent in addition to these exceptions, your monthly payment will be prorated. For example, four-lesson months will be less \$25/45 per week that I am absent, and five-lesson months will be less \$20/36 per week that I am absent.

- Half-hour: \$100/month
- Full-hour: \$180/month

Intermittent lessons are for students that wish to study with me at irregular intervals. Intermittent lessons are to be scheduled on a lesson-by-lesson basis.

- Half-hour: \$30 per lesson
- Full-hour: \$50 per lesson

Payment policy:

Payment for weekly lessons is due at the first lesson of each month. Payment can be made in cash, check (preferable, made out to William Marsh) or debit/credit card. Intermittent lessons can be paid for at the time of the lesson.

Attendance policy:

Lessons will begin and end at their scheduled times, so please do not be late! If the lesson begins late by a fault of mine, the lesson may be extended in compensation, or rescheduled entirely. I suggest arriving early with your guitar tuned in order to maximize our lesson time.

Lessons may be rescheduled with more than 24 hours notice. Students will be responsible for payment for missed lessons without sufficient notice. I will honor a rescheduled lesson up to one month after the absence, but the lesson will be scheduled in addition to our regularly scheduled weekly lesson. If you are anticipating taking a vacation or any other planned absence, you are welcome to either pay for that month's remaining lessons at the intermittent lesson rate, or pay for the full month at the regular rate and make up the lesson at a later date. In case of emergency or illness, the lesson may be canceled without forfeiture of payment.

If a student is late to a lesson by more than half of the length of the lesson, I reserve the right to cancel the remainder of the lesson at the student's expense.

There will be no lessons on the day of, day before or day after Thanksgiving and Christmas, or during the week of spring break. The months during which these breaks take place will not be prorated. I will be flexible in observance of other holidays, but please be sure to inform me in advance. In such cases, weekly lesson rates may be prorated at my discretion.

You will not be charged for lessons that I cannot attend due to my performance schedule or other conflicts on my part, and you will be informed of these occasions well in advance. In case I am ill, you will receive notice as soon as possible that lessons are cancelled for the day. You will not be charged for the lesson, and credit for the lesson will roll over to the next month.

Rescheduling lessons:

If you have cancelled a lesson with sufficient notice and would like to reschedule a lesson, please contact me and we can discuss scheduling. Due to my limited availability at Beaverton Music Services, all make up lessons will take place at the Falcon Art Community, unless I have availability in my schedule at Beaverton Music Services.

Respect of property:

Lessons will take place in a private space that is a part of a larger, shared space. Please be respectful of the furniture, artwork, and facilities at both the Falcon Art Community and Beaverton Music Services. I ask that younger siblings of students be supervised by a parent or guardian while waiting for the lesson to be completed.

If you are studying with me at Beaverton Music Services after the store's operating hours, please wait in the designated waiting area or in your vehicles. It is the store's policy to not allow students or parents to wait in the retail space after store hours.