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Effective January 8, 2024

All students, please read my policy carefully. By choosing to study with me, you are agreeing to these terms. If you have any questions or concerns regarding my policies, please contact me.

Lesson Location:

Lessons will take place at Falcon Art Community (5415 N. Albina Ave, Portland, OR).

When you arrive, please call “MARSH” on the call box and I can buzz you in. Press/hold “3” key until it scrolls to my name, then press # to initiate the call. “6” key will scroll backward, in case you scroll past my name.

Inclusivity Statement:

I welcome all guitar students regardless of race, religion, national origin, sexual identity, gender, or ability. The Falcon Art Community is not ADA compliant, but accessible studios or virtual lesson options can be made available. If you request accommodation, please contact me.

Required lesson materials:

- Playable guitar* (either acoustic or electric** is fine)
- Method book, as recommended by instructor
- Folder for lesson materials
- Chromatic or guitar tuner
- Metronome (intermediate and advanced students)

*It is very important that your guitar be easily playable. If you are in need of assistance in selecting an appropriate instrument, please notify me and I will either recommend an instrument to you or meet you at a music store to help you select one.

**If you are studying on an electric guitar, I will provide an amplifier for our lessons therefore it is not necessary for you to bring one, however, it is required that you own one that you can use at home to practice.

Lesson options:

- A. Intermittent lessons: one-hour lessons scheduled on a per-session basis.
- B. Weekly one hour lesson reservation: a recurring one-hour lesson is scheduled at the same time on a weekly basis.
- C. Bi-weekly one hour lesson reservation: a recurring one-hour lesson is scheduled at the same time on alternating weeks.

If you are enrolled for weekly or bi-weekly lessons, please be mindful of your own schedule and give me advance notice of your absences so that we can find a time to reschedule. If you are planning on an extended leave of absence I cannot guarantee that your spot will be held, but please communicate your plans with me and your reservation may be held at my discretion.

Payment and pricing:

Payment for each month of weekly or bi-weekly lessons is due at the first lesson of that month. Payment can be made in check (preferable, made out to Marsh Studios, LLC), cash or debit/credit card. Intermittent lessons can be paid for at the time of the lesson. Pricing for lessons depends on the frequency of study, and are priced as follows:

- A. 1 lesson per month or less frequent: \$75 per lesson
- B. 2-3 lessons per month: \$70 per lesson
- C. 4 or more lessons per month: \$65 per lesson

If a lesson is missed on account of my scheduling conflict (performance, illness, vacation, etc), the student may count that missed lesson toward the monthly total for the purpose of determining lesson pricing. If a lesson is missed without rescheduling on account of the student's schedule, the missed lesson would not count toward the monthly total for the purpose of determining lesson pricing.

For example, if a student is studying on a weekly basis but I have to cancel one lesson due to a performance, the student would be charged \$195 for the remaining three lessons. However, if the student had to miss a lesson due to their own scheduling conflict, they would be charged \$210 for the three remaining lessons, unless they are able to reschedule the fourth lesson, in which case they would be charged as usual for 4 lessons for a total of \$260.

Attendance:

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 and tuning your guitar in the hallway outside my studio to maximize our lesson time.

If a student is late to a lesson by more than 20 minutes, I reserve the right to cancel the remainder of the lesson at the student's expense. If you anticipate a late arrival, please contact me via call or text message to avoid having our meeting canceled.

In case of emergency or illness, the lesson may be rescheduled without forfeiture of payment. Please call, text or email me if the student will not make it to a lesson due to illness. A missed lesson without any notice will be regarded as a no-show and payment will be forfeited.

COVID-19 Safety Clause:

Your safety and health, as well as my own, are of utmost importance in my studio. To ensure we maintain a safe learning environment, I have established the following COVID-19 protocols:

- A. **Exposure Response:** In the event that I believe I have been exposed to COVID-19, I will transition to virtual lessons for a minimum period of 5 days. This precaution is to ensure the safety of all while continuing the learning process without significant disruption. I am dedicated to delivering a high-quality experience, and I assure you that these virtual lessons via Zoom will be engaging and effective.
- B. **Student Exposure:** If you suspect that you have been exposed to COVID-19, please inform me as soon as possible. This will allow me to arrange for a virtual lesson, ensuring continuity in your learning while prioritizing health and safety.
- C. **Symptoms or Positive Test:** Should you experience COVID-19 symptoms or test positive, please notify me immediately. In such cases, I am willing to reschedule our lesson or offer a refund, depending on your preference and circumstances.
- D. **Mask Policy:** Our default setting will be unmasked lessons. However, if you have concerns regarding COVID-19 and prefer that we both wear masks during our sessions, I will happily comply. For your convenience, I will provide KN95 masks at the studio.
- E. **Continual Assessment:** I will continuously monitor and adhere to the latest public health guidelines to make any necessary adjustments to these protocols.

Your cooperation and understanding are greatly appreciated as we navigate these times together. By maintaining open communication and flexibility, we can ensure a safe and productive environment for everyone.

Google Calendar:

All students will be invited to a Google Calendar event for their scheduled lesson, with the event title appearing as the student's name. These events are titled as such for the sake of managing my own calendar, but can be modified in Google Calendar on the student's end to make more sense for the student. For example, rather than the event being titled the student's name, it could be edited by the student to read "guitar lesson", and that would not effect how it appears in my calendar. These calendars are kept up-to-date at least one month in advance at all times for your reference.

I highly recommend bi-weekly students to have a Google account in order to manage their lesson schedule, as their schedules may change even if I am not absent for their lesson (see below, under Holidays). If you already have a Gmail account, you can simply click the Calendar app on the top-right corner of your inbox page to access this feature.

Rescheduling:

Lessons may be rescheduled with more than 48 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.

One Friday of each month will be reserved solely for the purpose of make-up lessons. This day will be available for all students to book rescheduled lessons. Lessons may be rescheduled during my regular work week, or on one of these “make-up” days. This will help with the issue of not being able to find a rescheduled lesson time that works for both parties.

If you have canceled a lesson with sufficient notice and would like to reschedule a lesson, please contact me to schedule a time.

Holidays:

There will be no lessons during the following weeks in the year: the week of Thanksgiving (November 25-29, 2024); and the two weeks from December 23, 2024 through January 3, 2025. You will not be billed for these periods.

If you are studying on a bi-weekly basis, please note that your meeting time will be offset by the number of weeks I miss due to the aforementioned vacations. For example, if you have bi-weekly lessons scheduled for Wednesdays, and you had a lesson on March 20, your next lesson would be three weeks later on April 10 to account for Spring Break. If there is any confusion whether or not you have a lesson in any given week, please consult the Google Calendar event for your lessons.

I will be flexible in observance of other holidays, but please be sure to inform me in advance. In such cases, the missed lesson may be rescheduled or tuition may be prorated at my discretion. Lessons missed in observance of holidays in addition to those listed above will be counted toward the monthly total for the purpose of determining lesson pricing.

Inclement weather:

There will be no lessons on days when Portland Public Schools are cancelled due to inclement weather. Missed lessons may be made up if the student chooses, or canceled completely. Lessons missed due to inclement weather will be credited toward the following month and may be counted toward the monthly total for the purpose of determining lesson pricing.

My performance schedule:

As a working musician, there will be times when I will have to miss lessons for touring or local performances. In such instances, you will be notified in advance and tuition will be prorated. These engagements are necessary for me to maintain my skills and value as an educator, and I appreciate your understanding.

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 the Falcon Art Community. I ask that younger children or siblings of students be supervised by an adult while waiting for the lesson to be completed.

Penny Doggins:

Penny Doggins is my pet chihuahua/terrier mix that sometimes accompanies me when I teach and work in my studio. She weighs 12 lbs and is very friendly, although she may bark at you for a moment when you first arrive. If you have an allergy to dogs, please study with me at your own discretion, as she is a staple in my life and in my work space. If you have any anxiety around dogs, please feel free to reach out to me with any questions or concerns. You can view photos of her under the Instagram hashtag: #pennydangerzonedoggins.

Getting the most out of your lessons:

To add value to your lessons, please feel free to audio or video record our lessons. I have a small tripod available that you can use if you would like to use your phone to record our lessons in part or in full.

As with any skill-based activity, it is important for students to practice the concepts we cover in lessons at home on their own time. My offerings are only valuable if time is spent by the student working on it at home. I recommend that student practice daily for a period equal to or greater than the length of their weekly lesson.

I recommend that students actively listen to as much music as possible. Active listening is to listen without distraction or multitasking. This includes attending live performances as well as recorded music. For example, listen to a given song or piece several times consecutively, each time focusing your attention on a different instrument. How many different instruments do you hear? Do they all play at the same time, or at different times?

It is also important to play music for fun. I recommend starting and/or ending every practice session by playing whatever the student wishes, for as long as the student desires.

