Communication, Media & the Arts Department
5700 – Arts & Sciences Division
Lansing Community College
P. O. Box 40010
Lansing, Michigan 48901-7210
Phone: (517) 483-1546 Fax: (517) 483-1050

APPLIED LESSON CONTRACT

This form indicates that an agreement has been made between the student and faculty member listed below for the delivery of individualized music instruction.

Student:
It is your responsibility to contact your instructor prior to missing any lessons. Instructors are not obligated to provide make-up lessons for any session cancelled by the student with less than 24 hours notice. The instructor is only obligated to re-schedule a maximum of 2 lessons per semester. Signing the contract is not the same as enrolling for the course; you must also register for Private Lessons through Enrollment Services (or through the Banner system) to be enrolled. You are responsible for withdrawing from your lessons through Enrollment Services if you cease attending; failure to withdraw from lessons may result in a 0.0 grade. Instructors *may* drop non-attending students, but are not obligated to do so. Music Majors enrolled in Applied Lessons are required to:

1. Perform at two Music Studio sessions*
2. Observe/attend a third Music Studio session*
3. Attend two approved LCC music events*
4. Participate in an LCC performance ensemble**

*Failure to complete any or all of items 1-3 above will result in a reduction of the final grade by 0.5.
**Failure to enroll in an LCC performance ensemble will result in Administrative Withdrawal from Applied Lessons.

Faculty:
Lessons will be added to your contract when this Agreement has been submitted to the BCA Department Office. The form may be dropped off to Gannon Building room 1222 (give to Ashleigh), may be faxed to (517) 483-1050, or may be emailed to: ASD-BCA-Service@lcc.edu.

Semester: _____ **Course (circle one):** **MUSC 157** **MUSC 158** **MUSC 257** **MUSC 258** **MUSC 280**

STUDENT

- I understand that I must contact my instructor at least 24 hours in advance if I miss a lesson and that my instructor is only obligated to re-schedule a maximum of 2 lessons per semester. Student Initials: _____
- I understand that I must also register for Private Lessons through Enrollment Services (or through the Banner System) by the appropriate college enrollment deadlines to take lessons. Student Initials: _____
- I understand that it is my responsibility to withdraw from Private Lessons if I cease attending lessons. I understand that my instructor *may* drop me for non-attendance, but that the instructor is not obligated to do so. For Spring and Fall semesters, the latest date for withdrawing from a class is the end of Week 8. For Summer semester, the latest date for withdrawing from a class is the end of Week 4. Student Initials: _____
- For Music Majors only (not for Theatre Majors): I understand that, to remain enrolled in Private Lessons, I must participate in an LCC performance ensemble. This semester, I will participate in:_____ (ensemble choice). Student Initials: _____

Student name_____ **Student Signature:** _____

Student Number: _____**Email**: _____ **Phone #**: _____

Date: _____

FACULTY:
I understand that I should not teach any lessons to this student until these two conditions are fulfilled:

1. A fully-completed Private Lesson Contract is submitted to the CMA Department Office.
2. The student is enrolled in Private Lessons through Enrollment Services (or through the Banner System).

Faculty name: _____ **Faculty ID Number**: _____

Faculty signature: _____ **Date:** _____