

STUDENT-TEACHER AGREEMENT

ALEXANDER TECHNIQUE WITH MELISSA WEBBER

POLICIES AND PROCEDURES

APPOINTMENTS / REGISTRATION

Appointment only. [Email Me](#) for scheduling [*Last minute scheduling only if time and space allow*]

PAYMENT

Due at time of scheduling. See [website for current rates^ and payment methods](#).

Rates do not include additional entrance fees or activity related costs.

[^] Discounted rates or work study options must be agreed upon in writing.

RESCHEDULING

Possible rescheduling with **at least** 72 hours notice or extenuating circumstance

REFUNDS

Partial refunds[^] with **at least** 72 hours notice or extenuating circumstances

No refunds[^] for cancelations with under 72 hours notice

Full refund[^] if student fills their lesson time [*Prior approval required*] OR teacher must cancel

[^] Any prepaid entrance fees/activity related costs refunded/rescheduled at venues discretion

LATE ARRIVAL

Lesson CANCELED if **more than** 15 minutes late **and** **no** notification by student/teacher

STUDENT: Notify me if possible [*Lesson still ends at scheduled time and full lesson rate applies.*]

TEACHER: Full lesson provided if possible. [*Discount given if more than 15 minutes late.*]

SPACE REQUIREMENTS

Lesson area should be clutter-free. [*~8.5' x 12' floor space needed for table lessons*]

TEACHING MINORS

A trusted adult must also attend[^] the lesson.

[^] Adult may stay just outside the lesson if agreed upon by parent/guardian, student, and teacher.

STUDENT CONDUCT

Inappropriate behavior will not be tolerated.

Romantic or sexual interaction/discussion between student and teacher is NEVER appropriate. [*The lesson and future lessons will be terminated if this occurs. Full lesson rate applies.*]

RESPECT OF STUDENTS NEEDS AND BOUNDARIES

Student may choose to refuse any part of the lesson or stop the lesson at any time. An emotional response may occur during the learning process. The lesson is a safe and nonjudgmental space. Student is free to request privacy or leave at any time.

Lessons are confidential. No student information is released without student's consent.

AT lessons should be a safe place. [[View ATI's Code of Ethics](#)]

Contact ATI's **Ethics Advisory Committee Chair(s)** ([listed here](#)) to report any incidents with an ATI teacher [[View ATI's Complaint Procedure](#)]

APPAREL

Comfortable clothing for moving and performing your activity- Shoes are optional.

Students do not undress. Activities with special dress must be agreed upon in advance.

[If possible, please refrain from wearing leather/suede, furs^, wool^, or other animal-based fabrics.]

^ Due to allergies/sensitivities lesson may need to be canceled at student's expense if worn

FAGRANCES

Please do not use scented products^ close to a lesson time

^ Due to allergies/sensitivities lesson may need to be canceled at student's expense if used

LESSON FORMAT

Each lesson is personalized around the student's unique interests and needs.

CHECK-IN

Is there anything you're concerned about or that I should know about your overall well-being? Questions/curiosities? What activity do you want to explore?

ACTIVITY EXPLORATION

Anything you want to do with more comfort, efficiency, and/or effectiveness: running, texting, fiddling, reading, rock climbing, singing, typing... **What interests you?**

CONCEPT REVIEW

Usually a lie down in a semi-supine position ("table lesson") reviewing concepts from the activity exploration to take home for your out of lesson Thinking (homework)

STUDENT (PRINTED NAME)

SIGNATURE

DATE

PARENT/GUARDIAN (PRINTED NAME)

SIGNATURE

DATE