

PRIVATE LESSON - GRANT OPPORTUNITY

Procedures for applying for financial assistance for private lessons

Parents requesting financial assistance for student(s) to participate in private music lessons should follow the procedures outlined here. Submitting a financial grant assistance form is not confirmation of acceptance for assistance. **Grants are only reserved for the families/students that are part of the Free/Reduced Meal Program.** Please note, this program does not provide free lessons, this is a program to share costs with the family. Private Lessons are not required to participate in Band/Choir programs in Leander ISD.

- Complete the [Private Lesson Financial Grant Request Form](#) here
- **The link to apply will go live on August 16th at 8:00am and will only be active through August 31st**
- Lesson time lengths/cost guidelines – **All grants are based on a 30-minute lesson at a \$25 per lesson rate**
Approved grants will offer a percentage of that \$25 rate. Additional costs beyond the LISD provided grant will be an arrangement between the parent and private instructor

The Fine Arts Office will

- The Fine Arts Office will assess the requests and approve or deny assistance.
- Email parent with acceptance letter.
- The parent needs to sign to accept, and email the letter back to Faith Wager in the Fine Arts Office.
- The Fine Arts Office will send the private instructor the signed grant agreement from the parent.
- Private lesson instructor will then contact the parent with regards to lesson time.
- Parents will need to pay the private lesson instructor for the parent paid portion of the lessons, per the instructor's procedures for payments. Please check with the instructor on their procedure for payment.
- Grant funds will **NOT** pay for unexcused absences – parents will be responsible for full payment to the instructor for the full amount of the lesson for "unexcused" absences to lessons. Check with your student's instructor regarding unexcused absences.
- Students/parents will follow the private lesson instructor's procedures for their studio.
- The Instructor will bill the Fine Arts Office for the grant portion of each lesson using time sheets. Payment of the grant lesson will be paid directly to the private instructor from LISD. The payments will be paid to the Instructor in the months of -
 - December- lessons August through November - email to Faith Wager by December 1st
 - March - lessons December through February - email to Faith Wager by March 1st
 - May - lessons March through May - email to Faith Wager by May 15th
- It is the responsibility of the Instructor to turn in their timesheets by the due dates above. If not, it could result in waiting another pay cycle.

Grants may be withdrawn at any time by the Fine Arts Office with notice to the Parent & Instructor for the following reasons

- Lack of LISD funding for grants
- Unexcused absences
- Student does not follow instructor's studio policy
- Parent fails to pay instructor for appropriate lesson/s
- Instructor leaves the program
- Student is no longer part of the Free/Reduced Meal Program