ESYO PRIVATE LESSON SCHOLARSHIP BILLING FORM

Dear Private Lesson Instructors, Please fill out and this billing form and submit it **by the 10th of each month** for the previous month of lessons. For example, November's lesson bill needs to be received by December 10th. Thank you for submitting these forms in a timely manner **every month** so your student can continue receiving their scholarship from ESYO. **If forms are not received within 30 days after the due date, scholarship payment for that month could be jeopardized!**

Private Teacher Name _____

Address _____
Street City Zip

Phone _____ Email_____

Lesson Information

Student Name_____

Month/Year _____

		Length of Lesson:		
Lesson Dates	1. _____	☐ ½ hr	☐ 45 min	☐ 1 hr+
	2. _____	☐ ½ hr	☐ 45 min	☐ 1 hr+
	3. _____	☐ ½ hr	☐ 45 min	☐ 1 hr+
	4. _____	☐ ½ hr	☐ 45 min	☐ 1 hr+
	5. _____	☐ ½ hr	☐ 45 min	☐ 1 hr+

ESYO cannot reimburse instructors for missed lessons. Please only bill for lessons attended.

Total # Lessons: _____ x $20 = $_____ (maximum 5 lessons per month)

Teacher Signature _____ Date Submitted _____
(not required if submitting electronically)

Please Return to: Eugene-Springfield Youth Orchestras
PO Box 5666
Eugene, OR 97405
Email: office@esyorchestras.org

***** REMEMBER: This form is due in our office by the 10TH of EACH MONTH *****

Your student's parent must also submit a separate form by the 10th.
When both forms are received, payment will made.

Please call the ESYO office at 541-484-0473 if you have any questions. Thank you!