



2023-24 - Studio Policies

Please initial each section, sign/date at the end, and return this form to the teacher. By signing this agreement, you agree to respect and abide by the studio policies.

_____ **General Information** | Weekly private lessons are offered in 30, 45, or 60-minute sessions, depending on the student's age/level.

_____ **Online vs In-Person Lessons** | Lessons will be in-person with the option to do online lessons due to illness or family schedule with notice by noon the day of lesson. Students are expected to be available for lessons in a timely manner, with all required materials and music. Parents may quietly observe lessons. To discuss student progress, parents are welcome to talk with the teacher at the beginning of a student's lesson or contact the teacher via text, email or phone.

_____ **Practice and Instrument** | Piano students are expected to practice daily on a well-maintained acoustic piano. Acoustic pianos should be tuned twice a year. Electric Pianos may be permissible after discussion with teacher. Please contact the teacher if you need a referral for a reputable piano technician. Voice students are expected to practice daily. Access to a piano is helpful for voice students but not required. Voice Students will need a device to be able to play recordings and record themselves.

_____ **Materials** | Students are recommended to use a canvas bag to carry books to and from lessons. The student will be given an assignment binder at their first lesson, which will be used to keep track of assigned pieces and practice suggestions/goals for each week. The teacher will obtain all needed books and materials for each student. The expense for these materials is covered by the registration fee of \$40.

_____ **Calendar and Schedule** | The tuition rates are determined based on 8 months of private lessons. Lessons will begin on September 11, 2023. Please see the Studio Schedule for days or weeks off.

_____ **Tuition and Payment** | Invoices are sent at the beginning of every month. Payments may be delivered in person at lessons, mailed to the studio or setup electronically on Venmo (please contact me directly if you are interested in this option).

Tuition payments can be made in one of the two following methods.

- (1) In equal monthly payments, due on the 1st of each month, beginning in September.
- (2) Or, two semester payments due September 11, 2023, and January 8, 2024.

_____ **Make-up Lessons** | Due to the teacher's limited availability, make-up lessons cannot be guaranteed. However, if an absence arises due to unforeseen situations such as an accident or family emergency and if the student indicates a desire for a make-up lesson, the teacher will try to accommodate a make-up. Please be courteous to the teacher and fellow students by notifying the teacher at least 24 hours in advance regarding any *known* upcoming absences. **No portion of tuition is refundable due to absence.** If a lesson is cancelled due to the teacher's schedule or illness, make-up lessons will be made available or a refund made.

_____ **Parent Participation** | Parents are encouraged to be supportive and active participants in practice at home. Parents are also encouraged to attend and quietly observe lessons once a month.

_____ **Discontinuing Lessons** | Every student discontinues taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the teacher asks for one month's notice in writing prior to discontinuing lessons or there will be a forfeiture of one month's tuition fees.

Note: *At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess number of absences/unprepared lessons, or if they show a lack of interest.*

_____ **Studio Recital** | Each year, the studio schedules a recital for students, their parents and guests. Performing in a formal recital setting is an exciting opportunity for students to showcase their hard work and improvement over the year in the presence of their family and friends. There are no additional fees for participation in the recital. This year the recital is scheduled for April 28, 2024. Final lessons, the week of recital, will be held at the recital venue and act as the student's dress-rehearsal.

_____ **Summer Months** | During the summer months, students are still required to practice. The availability of summer lessons will be determined in the month of May and discussed with parents on a case-by-case basis.

_____ **Communication** | The best way to contact the teacher is via email or text, which will be promptly returned with a reply or phone call. Phone calls are also welcome, especially on weekdays between 2-3pm. The teacher always welcomes emails or text messages or phone calls from students during the week if they have questions regarding their repertoire or other matters.

All legal custodians of the student are **REQUIRED** to sign before lessons may begin.

Parent or Legal Guardian Signature (or student if over 18)

Date

Parent or Legal Guardian Signature (or student if over 18)

Date