

Fall 2014 – Spring 2015 Studio Policy

Payment

- Lessons are billed on a 10-month tuition system (August - May). Families may pay by month, semester (3% discount), or year (5% discount).
 - On the prorated system, the monthly tuition amount does not change.
- Tuition is due at the first lesson of each month. A \$10 late fee will be assessed for late payment.
- Tuition includes a reserved time slot for 35 weeks, recital fees, and studio expenses. Tuition does not include materials, materials fee, or contest/competition fees.
- Families will be assessed a \$10 materials fee per year, per student, due at the first lesson in August. This fee will cover the cost of any copies of music, handouts, and the lending library. This saves you from having to purchase most materials.
- New students will be required to purchase a theory workbook (\$11) and a sight-singing book (\$14). These books will be used over the course of 2-3 years, if not more.
- Materials not covered by tuition will be added to invoices; a purchase receipt will be provided.
- Discounts are available for families of two (5% off monthly pay plan), or for families of 3 or more (8% off monthly pay plan). Those electing to pay yearly or by semester will be given the 5-or-3% discount per child.
- **Only if the teacher must cancel a lesson will a reimbursement or credit be issued. Any unused recital fees, missed or unused makeup lessons, etc, will not be reimbursed. All payments are non-refundable.**
- Non-payment, excessive tardiness, lack of practice, or one or more “no-shows” are unacceptable. I reserve the right to dismiss non-compliant students or families from the studio.
- There is a \$25 fee for returned checks.

Lessons

- Please be on time for your lesson. Any missed time due to tardiness will be forfeited.
- Students, please keep cell phones out of sight.
- Water in a container with a lid is encouraged for students to have accessible during lessons.
- **Students are required to practice during the week at home. If an obvious lack of practice is evident, students will be asked to keep a weekly practice log and have it signed by a parent.**
- Students must have all materials (books, music, and a pencil) available at every lesson. Students with missing or no materials will not be taught.
- If a student or parent decides to leave the studio, a two-week notice is required; any advance payment is nonrefundable.
- Students wishing to study both voice and piano can elect to take one hour of weekly lessons and split the time evenly between voice and piano. Students splitting an hour lesson are expected to prepare and practice both instruments each week.

Makeup Policy & Scheduling

- The studio operates on its own calendar and observes major holidays. The studio does not necessarily follow the public school schedule. The calendar is available on the website and is subject to change. Please confirm any and all changes, holidays, and days off.
- The schedule allows for three missed or cancelled lessons per 10-month period for any reason, no questions asked.
- Two weeks for make-up lessons will be set aside in December and May. These weeks are for makeup lessons only, not extra lessons. Make-ups must be scheduled by the dates indicated on the calendar, or they are forfeited. You are responsible for tracking missed lessons. Any missed lessons not made up by May 25th, 2014 are forfeited.
- A 24-hour's cancellation notice is required to receive a makeup lesson. Lessons cancelled with less than 24-hour's notice will not be made up.
- Teacher cancellation (for events not already indicated on the calendar): a make-up lesson will be offered at a mutually convenient time, or a credit will be applied to the following month's invoice or a reimbursement issued.
- In case of inclement weather, check your e-mail, the studio website, or call or text my cell phone. Make-ups for missed lessons due to inclement weather will be handled on a case-by-case basis, and are not guaranteed.