

1999

Studio Policies

1. The year will consist of 40 weekly lessons, beginning in September and ending at the end of June.
2. All lessons missed as a result of my absence shall be made up at a convenient time for all.
3. The time slot that you have booked for lessons is yours, and of no use to anyone else as long as you hold that time. Therefore, students will be responsible for all 40 lessons whether they miss lessons or not. Make-up lessons will be offered to students who give at least 1 week's notice for planned events (such as school plays and trips), and 24 hours notice for illness and unexpected emergencies. Make-up lessons will take place on Saturday mornings unless I can find a convenient time during the week. Students who don't show up for scheduled lessons with no notice will NOT be offered make-ups for these times, regardless of the reason. Consideration will be taken for students who become suddenly ill, but even in this case should inform me the morning of their lesson if they do not go to school.
4. Make-up lessons are NOT guaranteed to be private. Students who have make-up lessons coming to them may be grouped together (not more than 4 at a time) for a group lesson. These group lessons will be one hour in length and will be spent working together on ear training, theory, and rhythm skills. Other topics will also be covered, depending on the needs of the group as a whole.
5. Tuition for lessons will be calculated by the year and divided into 10 equal monthly payments of \$\$ for those taking half hour lessons, \$\$ for those taking 45 minute lessons, and \$\$ for those taking hourly lessons. The monthly fee will be the same regardless of the number of lessons in that month. Monthly payments will be due on the first lesson of every month, and post-dated cheques for the term or the year will also be accepted. A calendar for the year will be handed out in September outlining holidays and special events planned for the year. Please understand that the tuition fee covers more than just private lesson time. Tuition also covers classes, recitals, computer paper and ink, lesson preparation time, and all other supplies and expenses of running a business. A portion of each payment will be used towards these expenses.
6. Students arriving late for their lessons will NOT be given extra lesson time to make up for this. Students who arrive on time but don't start the lesson on time WILL be given the extra time to make up for it. I try to stay on schedule but when a student needs extra help I will give it.
7. There will be no extra charge for times I feel the need to spend extra time with your child. This can and will happen when time allows me to give a little extra, so please let me know when students MUST leave lesson on time.

8. NO refunds will be given once a payment is made. Students wishing to terminate lessons shall give two weeks notice.

9. A \$\$ fee will be charged for NSF cheques. After the second NSF cheque, only cash payments will be accepted.

10. At least six Performance and Ear Training classes will be provided for all students at no extra charge. Students who commit to a performance class but do not show up will be charged \$\$ for taking up the space of someone else who could have attended had I known there was room. Sign-up sheets for each class will be posted in the waiting room at least one week in advance for those wishing to add their name to the list.

11. All lessons taken in the summer months (July and August) will be considered extra lessons and may be paid for weekly. Each 30 minute lesson will be \$\$\$. It is understandable that many students go on vacation in the summer and will not be expected to make up any missed lessons. There will be no charge for missed weeks except in the event that a student fails to show up when expected or fails to give sufficient notice. It is expected that you will give one week's notice when you are going on vacation so that the time slot you normally hold can be used for someone else.

12. All parents who find these policies acceptable will sign one copy and return it to me before the end of June. Please keep the other copy for your own reference.

Name _____

Address _____

Phone _____

Email _____

I agree to the above policies and wish to sign _____ up for the academic year starting September 7, year and commencing at the end of June.

signature

Enclosed you will also find a "Parent Survey". If you intend to return in the fall please fill out the survey and return with this form.