

Updated August 2004

## Piano Studio Policy Statement and Tuition Agreement

This shall constitute an agreement between (the teacher) and the undersigned parent and/or student for one "school year" beginning 08/16/2004 and ending 05/31/2005.

### Lesson Schedule, Event Calendar and Make-Ups:

There will be 29 half-hour private piano lessons during the 40+- - week school year. Students are expected to attend all of the lessons the teacher schedules.

Lessons are not every week, and are based on the teacher's schedule. Please note: there are NO make-up lessons for any reason. Students may trade lesson times on occasion. The student/parent must make trade arrangements and inform the teacher. There are no refunds. Since there are extra days on the calendar, the teacher will not make up lessons she misses, unless the total number of lessons for the year falls below the agreed 29.

Each student will receive both a calendar and a notebook. Calendar changes will be announced in the notebook or by e-mail. Students are responsible for following the calendar, reading notebooks, checking e-mails, performing in events for which they are scheduled, coming to lessons as scheduled and not coming for lessons that are not scheduled.

Tuition will not be adjusted or discounted for any reason.

### Tuition and Fees:

Tuition is paid on a "school-year" basis for the twenty-nine lessons offered. It is to be paid in nine equal monthly installments of \$XX per student per month, due the first of every month, beginning September 1, 2004, with the last installment due May 1, 2005.

There is no difference in the monthly payment regardless of whether there are five lessons, or zero lessons, in any given month. Tuition is based upon a 29 lesson total at \$XX.XX per lesson and is divided into 9 equal payments for convenience. Returned checks will result in teacher being reimbursed by parent for bank charges. Students needing to discontinue lessons may owe additional fees other than current installments paid in order to pay for all lessons that have been received.

In addition to the tuition and any applicable late or returned check fees, there is a once-a-year fee of \$XXX per student, which is due August 1, 2004. This fee covers registration, all materials required by the teacher for the student, all rewards, stickers, papers and books, studio publications of any kind, all entry fees for CMTA Student Affiliate events for qualified students, Guild and Studio Recitals. It does not cover any costumes, any travel expenses for any event or any other competitions. It also does not cover equipment, such as instruments or metronomes. It does not cover replacement of books that students lose.

Tuition and fee payments are not refundable for any reason.

### Parking and Traffic:

Cars are to be parked in the teacher's driveway, in the wide area in front of the garage, in such a way that two cars may be parked side by side behind the wider portion of the carport. Cars must not be

parked or stopped in the street or in the single-lane portion of the driveway. Car alarms must be turned off. Parents shall wait inside instead of in cars. Please assure that cars stay on the driveway. Party responsible for the damage will pay any damage to a sprinkler caused by driving off the driveway. This is a residential neighborhood. Quiet is required both day and night. Cautious driving is required at all times. The speed limit is 20 MPH.

#### Practice Requirement:

Students agree to practice every day.

Practice consists of working correctly on the entire assignment, in the order assigned and must continue whether there has been a lesson that week or not. Parents agree to supervise practice, review assignment notebooks, and sign practice charts.

\*\*\*\*Students who demonstrate insufficient effort will be dropped.\*\*\*\*

#### Lesson Procedures:

Parents are always encouraged to attend lessons.

All students are required to study music theory and history and all music and technical studies assigned by the teacher. All students will participate in Studio Recitals, TMTA Theory Testing and National Guild of Piano Teachers Examinations.

Younger siblings disturb piano students and should not attend lessons.

Students must arrive on time to lessons. It is the parent's responsibility to be certain that I am teaching lessons before dropping off the student(s). Students must be picked up from lessons on time. Parents will assume full responsibility for students' safety at all times.

Siblings waiting for lessons must bring a library book or homework assignment in order to be quietly, productively occupied while waiting.

Students who come to lessons without notebooks and/or assigned materials will be given worksheets or a reading assignment instead of playing the piano.

#### Other Requirements:

Every student needs a properly maintained, tuned, acoustic piano for practice.

Every student needs a loud, working metronome.

Fingernails must be trimmed until there is no nail extending past the point where the nail joins with the skin of the finger. Fingernails cause both poor technique, and damage to the piano.

The following must not be brought into my home: shoes, food, drink, gum, cigarettes, matches/lighters, eating utensils, crayons, markers, paints, scissors, nail polish, make-up or toys. For writing, a student should bring a notebook for a hard surface, and not write on the furniture.

Students are NOT to attend lessons when they are ill. Students who are ill will be asked to leave.

Please verify, correct or complete the following information  
and sign below, signifying your agreement to these policies:

Student: «Student» «Last» Parent: «First\_» «Last»

Lesson Time «Time» on «Day»

Mailing Address: «Street», «City», «State» «Zip»

Home Phone: «Phone\_1» Cell Phone: «Phone\_2»

E-Mail Address: \_\_\_\_\_

Signature (parent or student over  
18) \_\_\_\_\_