

Updated June 2001

Piano Studio of \*\*\*\*\*

Street, City, State, ZIP, Phone

Academic Year, 2001-2002

August 15 - May 22

Summer Term, 2001

May 22 through August 2

## TUITION SCHEDULE

(Rates are for the entire academic year, plus 4 weeks of required summer study, and include 20 minutes per week of computer lab instruction in addition to the weekly private lesson).

When a student enrolls after the beginning of the year, rates will be prorated.

1st student 2nd student

45 min. \$\$\$ \$\$\$

60 min. \$\$\$ \$\$\$

All tuition fees are exclusive of materials, which will be billed separately when new materials are issued.

Referral discount: One student per family will receive a 5% discount for one year when they refer a student (friend or family member) who registers for a year of lessons.

## STUDIO POLICIES

### A. AVAILABLE PAYMENT OPTIONS:

1. Payment for the entire year – due on or before August 1
2. 2 equal payments – due on or before August 1 and January 15
3. 5 equal payments – due on or before Aug. 1, Oct. 15, Dec. 15, Feb. 15 and April 15
4. 10 equal payments – due on or before the 15<sup>th</sup> of each month, with the exception of the first payment, which is due Aug. 1

Families who elect to make payments will receive a statement by the 8<sup>th</sup> of each month, showing their payment history, any additional fees (for music, etc.), a current balance, and the amount for that month's payment. **A fee of \$ will be added to each statement for those families electing to make multiple payments.**

## B. LESSON EXCHANGE

I will make available, to all participating families, a copy of my lesson schedule with students' names and telephone numbers – and will update it as necessary throughout the year.

If you know you will have to miss a lesson, you can peruse the schedule and call another student to exchange your time with theirs. This will be entirely between the students -- I will not be the go-between in the exchange. Obviously, both parties must agree in advance to the exchange. In the event of a misunderstanding and two students arrive at the same time, I will teach the one who is regularly scheduled at that time, unless both parties agree to a change.

## C. MAKE-UP LESSONS

For those students who choose not to participate in the Exchange, or who can not find a suitable exchange time for a lesson that will be missed, the following guidelines will be in effect:

1. A voucher for an extra lesson, during the summer term, will be issued for a maximum of two missed lessons during the academic year. Please note that **no** make-up lessons will be given during the academic year.
2. The only lessons that will be made up are those that are cancelled in advance – at least 24 hours before the scheduled lesson, or in the event of an emergency, by 8:00 a.m. of the lesson day.
3. No credit or extra lessons will be offered for those that are missed without advance notice.
4. If I must cancel a scheduled lesson, I will make it up at a time that is mutually convenient, or offer a voucher for an extra summer lesson.

## D. PRACTICE EXPECTATIONS

Learning to play the piano is an on-going endeavor, which requires dedication and discipline on the part of the student. Piano study is a partnership between student, parents, and teacher. The lesson is a very small part of the week. It is the responsibility of the student and the parent to see that the remainder of the week is productive.

1. Part of the discipline of learning to play the piano is developing good practice habits. Therefore, a minimum of four practice days per week is expected. Although the quality of the time is most important, I suggest the following guidelines for daily practice:

7-8 years old: 15 minutes 12-15 years old: 35 minutes  
9-11 years old: 25 minutes 16 and up: 45 minutes or more

Of course, these guidelines may be modified, based on level of advancement.

2. Each student is responsible for setting a regular practice time (one longer time, or several shorter times per day). Let this time become a habit that is an important part of each day – as important as mealtimes or school homework.

3. Each student will need a notebook (3-ring binder style is preferred). I always write specific practice instructions in the notebook each week. The student is expected to read and follow these instructions. Students who regularly “forget” to follow practice instructions, or who regularly leave the notebook (or

other books) at home, will be asked to sign a letter of intent to improve practice habits, and will be given a practice log, which must be signed by a parent each week.

(Students who consistently show that they cannot follow step 3 will be asked to terminate lessons.)

Please sign, and date the attached form and return it to me, with your first payment, by August 1. I will be working on the academic year schedule after August 1.

I have read and understand the policy statement and agree to abide by the statements it contains.

(Check one) \_\_\_\_\_ Please include me in the Lesson Exchange

\_\_\_\_\_ Please do not include me in the Lesson Exchange

Please indicate your preferred day for lessons (1 – first choice, 2 – second choice, etc. If any day is impossible, please put a “zero”):

\_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat.

Please indicate the earliest time lessons could begin:

\_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed.

\_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat.

Please indicate the latest time lessons could end:

\_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed.

\_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_