

1999

STUDIO POLICIES

TUITION

Tuition may be paid in two equal payments (50% at the first lesson in September and 50% at the first lesson in February), or in ten (10) equal monthly installments (each monthly installment to be paid at the first lesson of each month, September through June).

Tuition statements will be given to the student (either written into the notebook or given in the form of a statement) at the last lesson of each month. These statements will include charges for music, charges for auditions and/or competitions, and any applicable late fees.

Tuition payments are not based on the number of lessons in a given month, nor are make-ups or adjustments allowed for missed lessons (unless the lesson is cancelled by the teacher and unless the number of lessons remaining in the school year are fewer than those included in the tuition).

The "school year" will be considered to run from September 1 through June 30. Students who will not be studying during the summer months are expected to study through the month of June in order to get a start on the next year's literature and performance opportunities.

I will be available for a minimum of 36 lessons during the months of September through June. A calendar of student activities, holidays and vacations will be distributed in September, and a record of the number of lessons offered will be kept at my studio.

Monthly tuition payments are due at the FIRST lesson of each month and no later than the 10th day of the month. Effective September 1, 1994, a late fee of \$\$ or %% per month on the unpaid balance (whichever is greater) will be charged.

Included in the tuition are 36 lesson times reserved for the student and opportunities to participate in special festivals, competitions, student recitals, and guild auditions.

Music purchased for the student, competition fees, audition fees, and fees for masterclasses are separate and not included as part of tuition payments. You will receive a bill for these as they occur.

In the event that I am not available for a total of 36 lessons during the months of September through June, lessons will be made up. When extra lessons, repertoire classes, or student activities occur during the school year, they will also be used to offset any lessons missed by me.

COMPUTER LAB - SCHEDULING, POLICIES, AND FEES

Lab time will be scheduled for each student either 30 minutes before his/her lesson time or 30 minutes following the lesson.

The curriculum will be tailored to each student's individual needs. Progress will be monitored on a regular basis and adjustments to the student's program will be made as necessary.

Lab fees for the school year are payable in two equal installments and are due at the first lesson in September and the first lesson in February. They will be considered late after the 10th of the month

and will be subject to a \$\$ late fee or %% per month on the unpaid balance (whichever is greater). The lab fee is non-refundable.

POLICIES FOR MISSED LESSONS/MAKE-UP LESSONS

1) A record of lessons missed both by me and the student will be kept in my studio. Parents will be provided with a record of lessons on a quarterly basis (end of November, February, and May).

2) No lessons will be made up during the months of September, October, and November.

3) The fact that a lesson has been missed by the teacher does not automatically mean that it will be made up. Since extra lessons have been built into the school year, lessons will not be made up unless the number of lessons remaining to the end of June do not allow for a total of 36 lessons.

4) Under ordinary circumstances, lessons missed by the student will not be made up. Exceptions to this rule will be made on an individual basis and will never apply to any of the following:

- a) Lessons missed because of a social event.
- b) Lessons cancelled due to lack of preparation.
- c) Lessons missed because of vacations scheduled at odd times during the school year.
- d) Lessons missed due to after school activities.

5) Lessons missed due to extreme weather conditions will not be made up unless the number of lessons remaining to the end of June do not allow for a total of 36 lessons. Such lessons will be subject to make-up only if schools have been closed for the day or if road conditions have become treacherous later in the day. In any event, students must call the studio to inform me of their intent to miss the lesson; failure to call will result in forfeiture of the lesson.

6) Students may request to have their lesson rescheduled for a one-time event or for a short-term conflict/activity. The following stipulations apply:

- a) I must be notified at least 24 hours in advance (even more notice is preferred).
- b) The lesson must be moved to another time within the same week or the week following.
- c) I will make every effort to offer the student a time acceptable to him/her; however, if I am unable to offer an acceptable time within the two-week period, the lesson will be forfeited.
- d) I have always attempted to reschedule lessons for students who are involved in school plays and/or other productions. I will continue to do so; however, if we are unable to find a mutually acceptable time, the student will still be responsible for the tuition during that period, whether or not he/she is able to attend lessons.

STUDENT RESPONSIBILITIES

The assigned lesson time must be considered the responsibility of the student. It is reserved for his/her exclusive use.

The student should arrive in advance of the scheduled lesson time with the materials needed for the lesson. No lesson will be extended for a student who is not ready to begin on time.

Assignments and practice are expected to have the same priority as homework. In order to progress satisfactorily, daily practice is necessary. To develop self-discipline, it is suggested that a regular time for practice be set aside each day.

I will not retain a student who habitually comes to his/her lesson unprepared or who is chronically late in making tuition payments. Any student whose tuition payment falls more than two months late will automatically lose his/her place on my schedule until the account is brought up to date. The student will be reinstated only if that place on my schedule has not already been filled.

Students are expected to participate in studio activities (including auditions, joint recitals, festivals, etc.) and are encouraged to attend other recitals and concerts. NOTE: The following are required during the year: 1) participation in annual auditions with the National Guild of Piano Teachers, 2) participation in my end-of-year recital, 3) participation in a minimum of three other performance opportunities.

Outside piano performance by my students should first be discussed with me.

GENERAL POLICIES

Because we do not have adequate facilities in our home to provide for the care of children other than students, we request that other children not be brought to lessons and that students be picked up promptly at the end of their lessons. It is particularly important that students scheduled at the end of my teaching day be picked up on time since I often have something else scheduled in the evening. Please do not leave young children unattended in my home.

Since I do not, at present, have a separate entrance into my studio and since parents and students must wait in my home, I must make a special request that students and parents alike respect the privacy of my family. Please confine your waiting to the living room. Do not wander into other rooms. Please do not use my telephone without prior permission. Students, please do not touch the dolls, nicknacks, or other ornamental items in my home.

Parents who wait while their children take their lessons are asked not to park in the driveway and leave their vehicles unattended. Please leave the driveway clear so that my family members can pull in when they get home in the afternoon.

Experience has shown that the vast majority of students are more relaxed and perform better for the teacher if parents and/or visitors are not present at the lesson. Therefore, in order to insure the best possible learning environment for your child, parents, friends, and other family members will not be permitted to attend lessons unless prior arrangements have been made.

If study is discontinued during the academic year, one month's notice (or payment for same) is required.

Please feel free to call the studio any time between the hours of 8:00 a.m. and 11:00 P.M. If no one is available to answer the phone, you will be able to leave a message on my answering machine.

Appropriate attire for all public performances is expected, i.e., skirts or dresses for girls, dress shirt and slacks for boys - please, no jeans or other casual clothing!

The student's piano should be tuned once a year as a minimum and placed in an area of the home which is conducive to productive study and practice, preferably away from the mainstream of family activity.

Parental support is essential for a child to get the most out of his learning experience. Any encouragement or assistance that you may give your child will reap positive results.

LENDING LIBRARY

Students are expected to purchase their own music. In the past, occasional access to my library has been provided. Because lost and damaged music has become such a serious problem, I must enforce the rule that all books borrowed by students will be signed out, and a \$\$ rental fee will be charged. Books must be returned in the same condition. Lost or damaged books will be charged for at the current replacement cost.

SUMMER LESSONS

Tuition for Summer lessons is payable in advance at the FIRST lesson of each month and will be based on the number of lessons in the month. Adjustments for vacations will be made during the months of July and August only.

Students will not be charged for lessons missed during the months of July and August provided notice is given by the student or parent at least 24 hours in advance and provided that at least four (4) lessons are taken during these two months.

A non-refundable reservation fee of \$\$ to save a place on my Fall schedule will be required of all students not taking at least four (4) lessons during the months of July and August.

HOLIDAYS

The studio will be closed on Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, and the Friday following, for two weeks over the Christmas/New Year holidays, for one week during Easter vacation, and on Memorial Day. These lessons have not been included in the tuition (and, therefore, have not been charged for); consequently, no make-ups apply. The dates for these holidays as well as other dates that the studio will be closed will be reflected in the calendar of events which will be distributed at the beginning of each school year.

TEACHER OBJECTIVES

The teacher has the responsibility to the student to provide an atmosphere for learning. Professional standards will be maintained and definite goals will be established for each student. As an educator, it is my goal to give your child the best possible music education. I belong to several professional organizations, attend workshops and educational programs, subscribe to professional publications, and engage in other activities on a continuing basis in order to provide opportunities for professional growth and enhance my own teaching skills.

If you have any questions about my method of teaching, or if I may be of help in any way, please feel free to call me.