

1999

Name, NCTM

address, phone

Certified member MTNA/OMTA, OFMC

B.A. in Music from College Conservatory of Music, U.C.

STUDIO POLICY FOR 1999-2000

Please save this for reference.

## TUITION AND FEES

Tuition is computed for 9 months, is payable in 1, 4 or 9 equal payments and includes 33 private lessons and 4 Performance Classes.

Tuition is as follows:

Lesson One pmt Quarterly Monthly

30 minutes \$\$\$ \$

45 minutes \$\$ \$ \$ \$

Total payment is due at the 1st September lesson. Quarterly payments are due by the 10th of September, November, February, and April. Monthly payments are due by the 10th of each month, at the lesson or by mail. A late fee of \$ \$ will be charged for payments not received on time.

Fees for music, subscriptions, etc. will be billed at the end of each month, and due by the 10th of the following month. Students may borrow music from my lending library throughout the year. Any loaned music which is lost or damaged is to be paid for at the current replacement cost.

There is no guarantee of a spot in the schedule for students wishing to delay the start of lessons due to sports or other reasons.

## CANCELLATIONS AND MAKEUP LESSONS

Lessons may not be rescheduled on a weekly basis. There will be no exceptions. Specific makeup days are set aside to take care of any necessary cancellations during the year. Makeups will be scheduled as needed on a 1st come-1st serve basis. If no makeups are needed, the student can choose to have the day off, or take an extra lesson which will be paid for as it is taken. Makeups not taken care of by the end of the school session will not be carried over into the summer session.

There will be no credit given for missed lessons if you choose not to schedule a makeup on the designated days. Cancelled makeup lessons will not be rescheduled. Credit to your account will be given only in cases of extended illness.

If you must cancel a lesson, please notify me as soon as possible. If I am unavailable to take your call, leave a message on the recorder or with my family (make certain they write it down).

I will reschedule the lesson if I must cancel. If a makeup cannot be arranged, you will receive a credit.

Two weeks notice would be appreciated in the event of any permanent change in your scheduled lesson. I cannot guarantee, however, that changes can be made.

## EVALUATIONS AND PRACTICE

Each student will receive a written evaluation in December and May. Please read them carefully and call if you have any questions.

All students in grades K through 7 are required to fill out a weekly practice record, to be signed by the parent. Accumulated points from practice may be traded for music and other items. Older students should be responsible for their own practice and need not keep a practice record.

## PERFORMANCE CLASSES

Performance classes give students the opportunity to practice and improve their performance skills, which helps build confidence and poise. These sessions give students the chance to get to know one another, and provide a fun forum for working on music history, theory, etc. Groups are determined roughly by age and skill level. **IT IS IMPORTANT THAT STUDENTS MAKE THEIR BEST EFFORTS TO ATTEND THESE SESSIONS with their assigned group, UNLESS THERE IS AN IMPORTANT CONFLICT.** Performance classes are student-only events.

## COMPUTER LAB

Students are strongly urged to take full advantage of the resources at their disposal with the computer and music software. Time at the computer, following an individual lesson plan, will serve as reinforcement in many areas of music study, and presents opportunities for other activities that, due to time constraints, are not able to be taken care of consistently at lessons.

## RECITALS, ETC.

Participation is strongly urged for recitals offered throughout the year, particularly the December and May studio recitals. Friends and family are welcome to attend these 2 recitals. You are encouraged to arrive promptly and avoid leaving during the recitals. If you must leave early, please leave only during the applause. Students should dress nicely for these recitals: no jeans, t-shirts or shorts. Dress is casual for the mini-recitals held in my home.

There will be other opportunities for participation in events sponsored by the Ohio Music Teachers Association and the National Federation of Music Clubs for those who are interested and motivated. Some of these events are purely performance opportunities, while others offer the chance for evaluation. The fees for these activities are usually from \$10 to \$15. These activities are explained in more detail elsewhere.

## SUMMER LESSONS

Students are expected to continue lessons in the summer. If a student chooses not to take lessons in the summer, there is no guarantee of a spot in the fall schedule.

Summer will consist of a 9 week session. Students must attend a minimum of 6 lessons, and may attend whichever weeks best suit their summer schedule. Tuition will be computed based on 6 weeks; total payment may be made at the beginning of the session or in 2 installments. Any extra lessons will be paid for as they are taken.

Limited rescheduling of lessons due to unavoidable conflicts is possible in summer session; a week's notice would be appreciated. Credit will not be given for last minute cancellations.

## LESSON TERMINATION

A 2 week notice is requested in the event of lesson termination by the student. There are no refunds given in the event of lesson termination. Repeated cancellations, irregular attendance, and repeated inadequate preparation constitute reasons for termination by the teacher. A one month trial period with parental notification will precede termination.