

1999 - 2000 Business Policy Statements

(Please read and keep for reference.)

ENROLLMENT

Enrollment for new students is any time. Enrollment for returning students is annual each May and is due, at the latest, by noon on the day of the annual recital in order to hold the student's space for summer and fall.

SEMESTERS AND THE SEASON

Lessons are available year round, in 3 semesters. First semester is September through December. Second semester is January through the recital date in June. First and second semester total 32-34 lessons, which includes any group lessons and recital ensemble rehearsals. This allows for some days off for illness (yours or mine) and/or snow days. Third semester takes place in July - August. A minimum of 4 summer lessons are expected of all returning students. More are available and encouraged. Summer Music Camp is a summer option if space is available.

ENROLLMENT FEE

The non-refundable enrollment fee of one month's tuition, to be used as the last month's tuition, is due with enrollment.

STUDY PLANS

The Study Plans available at The Name Studio & School of Music are attached and all are a part of these Business Policies. All students above first grade participate in the Lab Program. This Independent Lab is a 15-minute Musicianship Lab Lesson in addition to the weekly lesson. Musicianship Lab Lessons are on the same day (before or after) as the private lesson. Our unique Musicianship Labs are repeatedly applauded nationally, and are filled with the latest technology.

The teacher suggests a Study Plan for the student. Lesson length is determined by the level of the student. Lesson length increases as students progress.

ATTENDANCE

Regular attendance is expected. If you are sick, *please stay home!* However, a broken arm is no reason to miss - there is much else we can do. There is an entire repertoire for one hand alone.

STUDIO RULES

The following Studio Rules are understood: Decorum, respect and consideration of all Studio equipment is expected. Any damage or theft becomes your responsibility. Be on time for your lessons and bring all your books. . . Fully prepare each lesson. . . . Warm Up First to avoid injuries! . . . Do NOT interrupt someone else's lesson. . . Watch the bulletin board for announcements. . . Do NOT bring food, drink or gum into the studio . . . Hands and nails should be clean. Nails should be clipped and free of polish. . . PLEASE - No perfume or aftershave - the teacher is highly allergic! Thank you!

WARM UPS & PRACTICE TIME

Daily warm ups are essential to avoid injuries to your muscles, tendons and nerves. The *quality* of the practice session is more important than the *quantity* of time.

LESSON TIME & MISSED LESSONS

The lesson time is precious. There are no make up lessons except in the case of dire family emergency such as a death in the family. Extra days have been built into the season calendar to allow for some absences - yours or mine.

SNOW DAYS & OTHER ACTS OF GOD

Your safety comes first. If Frederick County Schools are closed due to weather problems or other Acts of God, for your safety, there are no lessons. There are no make ups for these. Extra days have been built into the season calendar to accommodate these.

AVAILABLE PARKING & WAITING

Kindly park on Studio property only to avoid inconveniencing neighbors. If you wish to wait inside, there is a waiting area on the lower level. Please wait there quietly.

TUITION PAYMENT PLANS

The tuition plans are attached and are a part of these business policies. Payment is by monthly tuition in advance. The Monthly Tuition is *a set amount each month, no matter how many weeks are in the month* (3, 4 or 5 - it evens out in the end). Invoices are due, in full, at the FIRST lesson of the month, in advance. A late fee of .02 will be added when payment in full has not been received at the Studio by the 10th of the month. *There are no refunds.*

PERFORMANCE OPPORTUNITIES

Music is meant to be shared! Students participate in numerous non-competitive opportunities each season. From time to time, additional opportunities become available. It is a privilege to participate in these events. *All accounts must be current for student to participate in any Studio function.* Each adjudication has its own fee. (Not one cent of these fees goes to your teacher although she spends many hours working for them.) Proper concert attire is expected for adjudications and performances - coat and tie for gentlemen; dress for ladies; dress shoes for all. No student may enter any competition, audition, adjudication or performance anywhere without this teacher's permission and assistance. Your teacher is happy to arrange additional lessons to assist you in preparation for any *approved* audition or adjudication. An established fee for any necessary additional lessons will be billed.

LESSON TERMINATION POLICY

Each student is enrolled for the year. Your signed Enrollment Agreement confirms this. Sometimes, however, change becomes necessary. Lessons may be terminated by either party - you or the teacher - as follows:

By You: A one month advance written notice and payment in full of all funds owed is required in the event of lesson termination *by the adult student or parent.* This written notice shall include tuition payment for this additional one month of lessons, whether the student attends the lessons or not. The purpose is to give the student or teacher the opportunity to change one's mind about a major decision that could affect the student for life. If a family moves more than 75 miles away, through available national resources, the teacher will assist the moving family locate a qualified teacher in the new location. Non-payment of any amount will be turned over for collection and relevant collection fees will be added.

By the Teacher: Lessons may be terminated *by the teacher* in the event of on-going irregular attendance, repeated failure to prepare assigned material, disruptive behavior, equipment damage, theft, breach of these policies and/or ethics or after three late tuition payments. Non-payment of any amount will be turned over for collection and relevant collection fees will be added.

QUESTIONS & VISITING

Questions are always welcome. The Studio's answering machine records during lessons since the lesson time is precious.

Parents or visiting family members are welcome to sit in on a lesson *on occasion*. Advance notice is appropriate and appreciated.

TEACHER RESPONSIBILITIES

The teacher accepts the responsibility to provide an atmosphere, equipment and present the knowledge for an on-going thorough music education. The teacher will stay current on pedagogy and technology. The teacher, however, cannot learn *for the student*.

PARENTAL RESPONSIBILITY

Parental responsibility only begins with paying for lessons. Please oversee the student's daily study routine. This includes encouragement and assistance in the scheduling of your child's day. The parents are responsible for providing the student with a properly tuned acoustic instrument or a well-maintained non-acoustical instrument, a metronome, proper lighting, and correct seating. Listening is an important part of our art form, so please attend live performances with the student and make available classical radio stations, CD's, tapes for listening.

DROP OFFS & PICK UPS:

1. If someone *other than* the parent will be picking up the student, please advise in advance. For their safety, students are not allowed to leave the Studio with strangers.
2. Kindly drop off and pick up *on time* please. When you are early or late, it causes others to be unable to meet their own commitments. Anything more than 5 minutes is too much. Thank you for adhering to this strictly.

STUDENT RESPONSIBILITY

Students recognize it is a privilege to study at this Studio. The student understands he/she will *warm up first* to protect muscles, tendons and nerves. Students are expected to prepare all lessons fully and daily. *Quality* practice sessions are more important than *quantity* of time spent playing. The student will bring the correct music and materials to lessons and be ready to begin on time. Students are expected to participate in Studio events.

STUDY PLANS & TUITION PLANS

Available Study Plans and Tuition Plans are attached and are a part of these Business Policy Statements.

ABOUT THESE POLICY STATEMENTS

These Policy Statements and the attached Tuition Plan & Study Plan comprise the Business Policies of The Name Studio. Your signed Enrollment Agreement is your acceptance of these policies in their entirety. From time to time, changes may become necessary. *These Policy Statements are in accord with the most recent recommended professional policies of Music Teachers National Association*, from which this music educator holds Advanced National Certification at the doctorate level in Piano Performance, Pedagogy, Music Theory and Music History.

THE NAME STUDIO & SCHOOL OF MUSIC

Dr. Teacher, *Nationally Certified Teacher of Music*
Phone • Phone
Number • FAX
email • e-mail

CERTIFICATION: A STATEMENT OF PROFESSIONALISM;
A COMMITMENT TO EXCELLENCE

ENROLLMENT AGREEMENT

This is to enroll _____ in *The Name School of Music* for the 1999 - 2000 season.

I have read the Business Policy Statements, Study Plans, Tuition Plans and breakdown of all fees and understand and agree to them in full.

I am aware of the educational policies and practice requirements of *The Name School of Music* and agree to encourage my child (or myself) to strive for excellence to meet the expectations of this school of music.

The Approved Study Plan is Plan _____ .

The basic monthly tuition will be \$_____.

My enrollment fee of one month's tuition is attached. (No enrollment form or agreement is complete without this fee.)

This student is accepted for study at *The Name School of Music* by:

Dr. *Teacher*, NCTM Date Presented

Director

Accepted by:

Parent or Adult Student's Signature Date Signed

(Date Received at Studio)

Enrollment Form

The Name Studio & School of Music

1999 - 2000 Season

1. STUDENT GENERAL INFORMATION:

Student's Name: _____

Nick-name: _____

Address: _____

Home Phone: _____ Fax: _____

e-mail address: _____

Student's Age: _____ Student's Date of Birth: _____

School grade as of September: _____

School Name: _____

2. PARENTS GENERAL INFORMATION:

Parents' Names: _____

Parents' Address, if different from above: Which: ; Mother ; Father

Mother's Occupation: _____

Mother's Place of Employment: _____

Mother's Work Phone(s) _____

Father's Occupation: _____

Father's Place of Employment: _____

Father's Work Phone(s) _____

3. EMERGENCY INFORMATION:

In the event of an emergency, please contact:

WHO: _____

Phone Number: _____

Relationship: _____

This student is allergic to _____.

Please write any important medical information on next page or back of form.

4. PREVIOUS & CURRENT MUSICAL HISTORY:

Student has studied piano for _____ years.

Previous Teacher(s) _____

Other instruments studied: _____

Is this student studying any other instrument at the same time? _____

If so, what instrument? _____

With Whom? _____

5. OTHER EXTRA CURRICULAR ACTIVITIES:

Please list below the other activities in which this student will be involved on a regular (weekly or monthly) basis.

6. ABOUT YOUR PIANO:

Please briefly describe your piano by answering below:

Make/Brand _____

Size: Spinet ___ Console ___ Grand ___ Digital ___ Other ___

Date acoustic piano was last tuned? _____

When will your acoustic piano be tuned next? _____

7. ADDITIONAL INFORMATION:

Please write any information here you believe to be important for the teacher to know.

The Name School®

1999 - 2000 Study Plans* & Tuition Plans Available

Study Plan A

STUDY PLAN*	LEVEL & GRADE	MINUTES PER LESSON	MONTHLY TUITION <i>(based on apx. 34 lessons for full 1st & 2nd semesters; 4-8 lessons for 3rd semester.)</i>
A (Step 1)	First grade or below	30 minute private lesson - No Lab.	\$\$
B (Step 2)	For elementary students - 1st & 2nd grade	30 minute private lesson + Lab	\$\$
C (Step 3)	Elementary students or students below sixth grade	45 minute private lesson + Lab	\$\$
D (Step 4)	Intermediate, Advanced, Adults & Teachers	60 minute private lesson + Lab	\$\$
G	Elementary, below 6th grade	45 minute Group Lesson - No Lab	\$\$
T-C	Teachers or Adults for Coaching and Extra Lessons	60 minute Lesson - Teachers or Students - No Lab.	N/A - \$\$ per hour. (A portion of the hour may be arranged.)

The Teacher approved Study Plan for this Student is circled.

STUDENT NAME: _____

*Lesson Length increases as students progress.

Music, Materials & Adjudication fees are additional.