

Updated July 2002

TUITION, FEES: Effective 3/1/02, monthly tuition installment payments, due in advance by the first lesson of each month, are as follows: \$xxx for students enrolled in weekly half-hour lessons, \$xxx for students enrolled in 45-minute lessons, and \$xxx for students enrolled for hour lessons, regardless of the number of lessons in that month. Students who come less than once a week will be charged a per lesson fee of \$xx per hour, also payable monthly in advance. Charges for any materials issued from the studio are due with the next month's tuition. A \$5 per month late fee will be charged on overdue accounts. Students whose accounts are more than one month overdue will be dropped from the schedule.

A non-refundable materials fee/enrollment fee of \$35 is due each July 1. This fee secures a place in the schedule for the ensuing fall and is used to help defray such expenses as group lesson supplies, enrichment items, lending library items (books, music, CD's, tapes and videos), and recital/evaluation expenses.

Note: Monthly tuition is not to be regarded as a fee-per-lesson arrangement, but an installment payment on a year-long package which includes, but is not limited to, extended lessons when needed, chamber music coaching, preparation for auditions, competitions, recitals and exams, and phone/personal consultations and interviews. Tuition will not be reduced or adjusted due to missed lessons or vacations (see especially no. 4 and 5 below).

SCHEDULE: Regularly attending students will ordinarily have four lessons per month (this includes the class lesson which replaces the private lesson once monthly, usually during the first full week of each month of the academic year). When a fifth monthly lesson occurs, it will be applied to excused absences which were not made up. Every effort will be made to insure that students in regular, year-round attendance have at least 46 lessons per year.

ABSENCES: Absences due to illness ONLY are considered excused and will be made up at the teacher's discretion. All other absences (including those due to sports participation, social activities, and vacations) are considered unexcused and will not be made up or rescheduled. Advance notice of any absence is expected. Students who are late to a lesson will have what remains of their scheduled time.

VACATIONS: The studio will normally be closed for vacation at the following times: Thanksgiving weekend, approximately two weeks in December during the holiday season, two weeks in the spring, and two weeks during the summer.

SUMMER: Full tuition payment is due for the months of June, July and August unless a student will be missing three or more lessons in any of these months. If the student will miss three or more lessons in any one month at any time during the year, the remaining lessons during that month will be considered advance makeups, and a non-refundable deposit of one-half a month's tuition will be due prior to the absence in order to secure a place in the schedule. This deposit will be credited to tuition in the month of return.

Unless unavoidable, extended summer absences are generally discouraged for students at all levels. Many students experience startling musical growth during the summer when academic pressures have eased; students who are away for a month or more are often frustrated by loss of technical facility, practice discipline, and theory skills.

PRACTICE: Progress results only with regular attendance, listening, and practice. I expect students to listen regularly to classical music (a minimum of two hours per week is suggested) and to practice a minimum of 10 minutes daily multiplied by their school grade (e.g., a student in second grade should be practicing at least 20 minutes daily; fourth grade, at least 40 minutes daily; 6th grade, 60

minutes daily). Students who habitually practice or listen any less cannot expect to make satisfactory progress, and will be advised to discontinue lessons.

TERMINATION OF LESSONS: Students may be dismissed from lessons for any of the following reasons: inadequate practice in quality or quantity; failure to complete written assignments; excessive absences from private or group lessons or recitals; destruction or theft of teacher's property; rude, disrespectful, or uncooperative attitude toward the instructor, assistant, or other students; failure to comply with studio policy, or failure to pay tuition when due.

Students are expected to come to each lesson equipped with an assignment notebook and all assigned music. Each student should have a durable tote bag for keeping materials and transporting them to and from lessons. It is also strongly advised that each student have a metronome in good working order.

New students are accepted conditionally for one month. At the end of that period, I shall confer with the parent (or adult student) regarding the advisability of continued study. Students and parents may contact me for a conference at any time.

It is assumed that the student has ready access to a full (88 key) acoustic piano in good repair. With limited exceptions (please check with me), electronic portable keyboards are NOT acceptable as practice instruments. The piano should be tuned AT LEAST ONCE A YEAR by a qualified technician.