

## Studio Policy

### 1. Attendance and Missed Lessons

Students are expected to arrive at each lesson in a timely manner, well-prepared to learn, and with all necessary books and materials on hand. Students are expected to attend all scheduled lessons from September 1<sup>st</sup> through May 1<sup>st</sup>. If the students must miss a lesson due to a family illness or family emergencies, they will be excused if they notify me 24 hours in advance. If student will be absent for other non-emergency related reasons, they must notify me at least two weeks in advance.

I will notify my students at least 24 hours in advance for any emergency or illness related emergencies. For any other non-emergency related lesson cancellation, I will notify all students at least two weeks in advance.

### 2. Recitals

All students are expected to attend and perform at least one well-prepared piece for one performance per semester. The first recital is a Christmas recital held in the month of December and the second recital will be the Spring recital held in the month of April.

(Dates and times will be decided upon after considering each students' availability).

### 3. Makeup Lessons and Reimbursement

Students who notify me of emergency absences at least 24 hours in advance or two weeks in advance for non-emergency related absences will be given make-up lessons at the end of each semester or a reimbursement. All other unexcused absences will neither be made up later or reimbursed.

### 4. Practicing

Students are expected to practice at least four days of the week. The amount of time spent practicing will be determined after the first lesson. Students are expected to keep a practice log to track the dates and times of their practicing. Students are given the option to fill this out electronically or on paper. Students will turn this practice log in to me at the beginning of each lesson.

### 5. Payment and Materials

Tuition for each student will be \$20.00 per half hour, or \$30.00 per forty-five-minute lesson. If students choose to continue lessons through the semester, tuition between the months of May and August will be \$15.00. Payment options include either paying monthly on the first of each month or paying for four full months at the beginning of the semester. Students may pay in cash or check. I reserve the right to change tuition fees at the beginning of each semester and will notify students before payments are due. Students are expected to pay for all materials that they use for lessons. Students will be given multiple options for curriculum.

#### 6. Discounts

Students who habitually arrive at each lesson well prepared for the lesson, with all books and materials on hand, practice log turned in, tuition paid in a timely manner, and no unexcused absences will be given a courtesy lesson with no fee at the end of the semester.

Families with more than two children taking lessons on the same day each week will be given a \$10.00 monthly discount. Every additional child will be given a \$3.00 discount per month.

#### 7. Discontinuing Lessons

I reserve the right to discontinue lessons for any of the following reasons:

- Unpaid tuition
- Student habitually arrives unprepared for each lesson
- More than 2 unexcused absences