



## **SCHEDULE**

### **Studio Year**

The 2018-2019 Studio Year runs from mid-August 2018 through July 2019, and is divided into three terms:

- Aug 19 - Dec 22, 2018 = Fall Term
- Jan 06 - May 25, 2019 = Spring Term
- Jun 02 - Jul 27, 2019 = Summer Term

The 2018-2019 Studio Year Calendar provides the specific dates for weekly individual lessons, group lessons, and holiday weeks.

### **Commitment**

Enrolling in the studio is a commitment between the instructor, students, and parents for the entire studio year, including the Summer Semester. Students lose momentum and skills developed when they discontinue their study during the summer. During the summer, the studio has a more flexible schedule to make it convenient for students to attend their weekly lesson (or an equivalent amount of time.) Students who do not participate in summer lessons are not guaranteed a spot in the studio for the next year.

## **TUITION AND FEES**

### **Tuition**

Tuition is factored for the Studio Year and divided into 12 monthly installments (August 2018 through July 2019.) The tuition covers 41 billable individual and group lessons plus individualized plans for each student's course of study, development of teaching materials and supplemental curricula, continuing education/ professional development, event planning, and written progress reports for each student (upon request or conference). The monthly tuition does not relate to a certain number of lessons per month -- it is merely the yearly tuition broken up for your convenience. Most months have four lessons, some more or less. Contact the studio for the 2018-2019 Monthly Tuition Schedule.

### **Fees**

An annual non-refundable registration fee of \$70 per student is required to help cover the cost of student assignment binders, group materials, the studio lending library and technology, scheduling and bookkeeping, incentive programs, studio upkeep and maintenance, cost of the recital location, and more. Registration fees are due with the August tuition for returning students, or at the time of registration for new students. For families with more than one student, the fee for the second and each additional student is \$40. For students registering after February 1, 2019 but before July 29, 2019, the registration fee is \$35.

### **Billing and Payments**

Tuition is due and payable on or before the first lesson of each month (whether your student is in attendance or not), with a three day grace period. If a payment is received after the grace period, a \$15 late fee per student will be added to your account. If a payment is received more than seven days after the due date, an additional \$1 per student per day will be added to the late fee.

Account statements will be provided the last week of each month. I accept cash, checks, and most major credit cards. Credit card transactions on my website are subject to a 2.9% convenience fee to help defray the cost of bank charges. There is a \$35.00 fee for any checks returned due to non-sufficient funds (NSF.)

### **Attendance/ Missed Lessons**

Tuition pays for much more than just lesson time with your child; therefore, no refunds or credit will be given for missed lessons. If a student misses a lesson, they will simply miss the benefit of that lesson. However, with advance notice and a valid excuse, individual lessons may be rescheduled if a mutually convenient time is available on the studio calendar, up to a maximum of two lessons per semester. To receive a make-up lesson, you must contact me with a valid excuse at least 24 hours in advance (or before 10:00 AM the day of, in case of unexpected illness). Missed group lessons will not be made up.

Try to choose a lesson time in which you feel confident. Please understand that the tuition you pay reserves an exclusive weekly time in my schedule and, unlike many service professionals, I cannot resell that time nor can I create extra teaching time in which to give lessons.

## **MATERIALS AND EQUIPMENT**

### **Student Music Account**

Students will need to purchase method books and sheet music throughout the year, which the studio buys in advance. The actual cost of such materials, plus sales tax and shipping, handling, or other applicable fees, will be posted to the student's account and will appear on the following month's statement. Students are expected to promptly reimburse the studio for these materials in accordance with tuition due dates.

### **Lending Library**

The studio maintains a large collection of supplemental books and sheet music, and students are invited to borrow from this "Lending Library." Please treat these materials with care so that everyone can enjoy and benefit from them. Use only a pencil for markings, and write lightly. Any markings must be completely erased before returning the music to the Lending Library. Any borrowed music not returned within 3 weeks (unless being used for a performance) or returned with damages will be billed at its replacement cost.

### **Equipment**

All piano students must have an acoustic or digital piano available for home practice. Just as you can't learn to drive without a car, a student can't learn to play the piano without a piano. The quality of a student's home instrument plays a significant role in their potential for success. Except for the first 60-90 days of lessons, keyboards are not interchangeable with a piano. Pianos are readily available at a relatively low cost. If you aren't sure where to start in the process of buying one, I can help you discover some great options.

Acoustic pianos should be tuned at least once a year, and kept in good working order. If you prefer a digital piano, please invest in a full-sized keyboard on its own stand with weighted, touch-sensitive keys and at least 1 pedal.

## **DISCONTINUING LESSONS**

It is anticipated that a student will study for the full studio year. However, I understand that sometimes lessons just don't work out or life gets in the way. Please make this decision thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease at the end of the semester with a positive sense of closure. I require a minimum one-month notice, which is to be given in person.

Regrettably, I reserve the right to dismiss a student in any of these circumstances, without refund of that month's tuition:

- Failure to make payments promptly
- Persistent absences or tardiness
- Failure to honor studio policies
- Uncooperative attitude
- Frequent lack of lesson readiness (e.g. bringing materials, following assignments)
- Inappropriate or disrespectful behavior, theft, and/or misbehavior in my home