

2016-2017 Studio Policies

(Effective August 2016)

1. SCHEDULING:

We offer young beginner piano students a single half-hour lesson each week. Older or more advanced students are offered the choice of either 45 minute or one hour lessons each week.

During the school year, families may choose to register students by the semester (*Enrolled*) or by the lesson (*A la Carte*). *Enrolled* students will receive priority scheduling (first choice of repeating lesson times throughout the school year). *A la Carte* students will be offered lessons during those time slots that remain. All summer lessons are scheduled and billed *A la Carte*. See Tuition below for rates and payment options.

Apprentice Teacher Lessons: We also offer lessons at a reduced cost. These lessons are taught by *Apprentice Teachers* who are very advanced pianists with many years of performing experience. These teachers receive consultation and guidance from Brian and/or Jeannie to enhance the quality of instruction. All students who choose lessons with *Apprentice Teachers* are *A la Carte* students.

All students who study with Brian or Jeannie must have an acoustic piano for daily practice. Students who study with an *Apprentice Teacher* may use either an acoustic or digital piano.

2. CANCELLATION:

Students are expected to notify us when canceling a lesson. Make-up lessons, credit, and/or refunds are offered only when adequate notice is given per lesson make-up policies below.

Enrolled students who give at least 24 hours notice of cancellation will be offered a standby+make-up lesson, to occur within one week of the missed lesson (subject to availability). Standby lesson compatibility is not guaranteed. If a standby+lesson would work, *Enrolled* students may choose to schedule a deferred make-up lesson at the end of each semester, so long as advance notice (minimum of one hour) was given. *Enrolled* students are entitled to one deferred make-up per semester. When less than 24-hours notice is given, *Enrolled* students may seek a deferred make-up only. Missed lessons with less than one hour's notice and/or no-shows will not be made up nor refunded.

A la Carte students who give at least one week's cancellation notice will be offered the choice of credit to their next month's tuition or a standby+make-up lesson to occur within one week of the missed lesson (subject to availability). *A la Carte students* do not qualify for a deferred make-up at the end of the semester. *A la Carte* students who provide less than a week's notice, but at least 24 hours' notice of cancellation, will be offered a standby make-up only (subject to availability). *A la Carte* students must provide a minimum of 24 hours notice to qualify for this make-up lesson. No tuition credit nor refund will be given for lessons canceled with less than a week's notice. If less than 24 hours notice of cancellation is given, there will be no credit nor a standby make-up lesson.

3. PRACTICE:

Students are expected to practice their assigned pieces daily and have all written work completed before each week's lesson.

Environment: Students need daily access to a quality acoustic piano for their practice at home. **Digital Pianos are an acceptable substitute only for students taught by our *Apprentice Teachers*.** Acoustic pianos need to be in tune (tuned annually at A-440 pitch) with all keys and pedals functioning correctly. The practice area should be quiet and free of distractions (i.e. computer, radio, television and/or video games) during practice time. If these items are located in the practice area, they should be turned off and remain unused during practice.

4. PARENTS:

Parents of young students (5 to 8 years old) are asked to observe and participate in all lessons. We also ask that these parents supervise their child's practice sessions daily to help establish good practice habits. Parents of older children with established independent practice habits should attend lessons occasionally and check in on their child's practice sessions regularly.

Any lesson observers should refrain from distracting the student during the lesson. With the exception

of visits to the studio restroom, we ask that all lesson clients and their guests remain seated in the studio or on our front porch. Siblings are welcome to attend and observe lessons so long as they are directly supervised by a parent.

5. GROUP CLASSES:

We offer group classes for TMTA Theory Exam and/or World of Music Exam preparation. Participation in these classes is expected for all student who are qualified to participate. However, enrollment in the exams is optional. Fees for these classes and exams are charged separately from tuition.

Studio Recitals: Our studio hosts two class recitals each year. These include a Christmas Recital and a formal Spring Recital at the end of the school year. All students are required to attend and/or play at these events. Parents are asked to attend these recitals. We do not charge additional fees for these recitals nor their receptions.

6. TEXTBOOKS:

Beginning students will use a Lesson Book, Theory Book, Solo Book, and a standard note pad. Future supplemental books include a Recital Book, Hymn Book, Christmas Book, and/or a Repertoire Book. Families will be given at least one week's notice to purchase any needed books.

Some additional study materials, such as TMTA Theory Exams, and/or World of Music Curriculum, will be made available for purchase directly from our studio. Students must bring all currently assigned books to each lesson.

7. TUITION:

Fall and spring tuition for *Enrolled* students is calculated by the semester and then divided into 5 equal payments per semester, due at the beginning of each month. There are 18 lessons scheduled for the fall and spring semesters. The following tuition rates will apply for *Enrolled* students: (per semester):

Tuition Rates for *Enrolled* Students:

30 minute lessons weekly:	\$150.00 x 5 installments per semester (\$750.00)
45 minute lessons weekly:	\$201.00 x 5 installments per semester (\$1005.00)
1 hour lessons weekly:	\$252.00 x 5 installments per semester (\$1260.00)

We offer *Enrolled* students two discount options: 1) a 2.5% semester prepayment discount; or 2) a 5% school year prepayment discount:

30 minute lessons:	\$732.00 for semester prepayment, \$1,425.00 for school year prepayment
45 minute lessons:	\$980.00 for semester prepayment, \$1,910.00 for school year prepayment
1 hour lessons:	\$1229.00 for semester prepayment, \$2,394.00 for school year prepayment

Tuition rates for *A La Carte* students:

30 minute lessons:	\$42.00 per lesson
45 minute lessons:	\$56.00 per lesson
1 hour lessons:	\$70.00 per lesson

Summer piano lessons are scheduled and billed as *A la Carte* classes. Payment for *A la Carte* lessons is due at the first lesson of each month.

Split lessons: Lessons may not be split between siblings (i.e. a single one-hour lesson into two 30 minute lessons). However, siblings may alternate lessons weekly. Alternating lessons will be calculated monthly and billed as *A la Carte* lessons. *A la Carte* students are eligible to participate in internal events only (lessons, recitals, and theory classes). Outside festivals and competitions require regular weekly lessons by students who wish to participate.

Tuition rates for *Apprentice Teacher A La Carte* students:

30 minute lessons:	\$21.00 per lesson
45 minute lessons:	\$28.00 per lesson
1 hour lessons:	\$35.00 per lesson

8. AUDITIONS:

Beginning students are informally interviewed. They do not need to play an audition. Transfer student candidates are auditioned to assess their skills and place them properly.

9. TERMINATION:

Students may terminate lessons anytime. However, 30 days notice of termination and payment of any unpaid lessons remaining are required.. *Enrolled* students may terminate and leave mid-semester, but will be converted to *A la Carte* status to calculate their tuition due for the 30 day notice period.

10. SUMMER LESSONS:

We offer but do not require summer lessons. Summer lessons are billed *A la Carte* by the month. Students are encouraged to take up to one month off from piano lessons in the summer. However, we do not recommend that any students take an entire summer off from piano lessons.

11. LESSON PROTOCOLS:

Please be prompt for lessons. Please park on the street in front of our home studio, or in a space provided in our store parking lot. Please do not block our driveway nor use the driveway for drop-offs or turnarounds. All students and visitors to our home studio are asked to remove and leave their shoes outside on the front porch. Students are asked to wear socks indoors and to wash their hands before each lesson.

Please do not bring snacks, food, candy, nor drinks into our home studio or showroom. We provide the use of our covered front porch or breezeway for snacks and/or discussion. Siblings must be supervised by parents throughout the lesson and are expected to be quiet at all times. Families are welcome to visit the park just behind our home for recreation. However, children are to be supervised when playing outside..

12. HOLIDAYS:

Our studio is closed between the fall and spring semesters as well as the week of spring break. The specific dates of these closures will be published at the beginning of the school year. The studio is also closed Thanksgiving Day. For other holidays, lessons follow the regular schedule and require advance notice for students seeking a make-up lesson. Make-up lessons are not offered during any of the breaks nor at times when our studio is closed.