

2015 Policies & Procedures

Please initial each section, sign/date at the end, and return this form to the teacher. By signing this agreement, you agree to respect and abide by the studio policies.

_____ **General Information** | Weekly private lessons are offered in 30, 45, or 55-minute sessions, depending on the student's age/level.

_____ **At The Studio** | Students are expected to arrive for lessons in a timely manner, with all required materials and music. Parents and siblings may quietly wait in the room or in their vehicle parked on the street, or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher during the last five minutes of the student's lesson.

_____ **Practice** | Private students are expected to practice daily.

_____ **Instrument (piano students only)** | Ideally, all piano students should strive to have a well-maintained acoustic piano. Acoustic pianos should be tuned twice a year. Full-sized keyboards are a reasonable substitute. Full-sized keyboards have 88 keys on them. They should be weighted, and ideally should have pedals, which often can be purchased separately.

_____ **Materials** | Students are recommended to use a canvas tote bag to carry books to and from lessons. The student will be asked to bring an assignment notebook to the first lesson, which will be used keep track of assigned pieces and practice suggestions/goals for each week.

Students will be expected to acquire and bear the costs of any materials required for the lesson.

_____ **Calendar and Schedule** | The teacher does not teach during the week of Thanksgiving, the week of Christmas, the week prior to Christmas, and during Mardi Gras (Thursday – Wed). The teacher will provide notice of any other anticipated absences and provide the opportunity for make-up lessons.

_____ **Tuition and Payment** | The tuition rates are shown below. Please note that the studio fee is in addition to tuition.

First lesson \$15

55 min. lessons:

1 lesson = \$40 per lesson, regular price.
4 lesson packages = \$160
8 lesson packages = \$288 (10% discount)
12 lesson packages = \$440 (get 12th lesson free!)

45 min. lessons:

\$35 per 45 minutes
4 lesson packages = \$135
8 lesson packages = \$270
12 lesson packages = \$385 (get 12th lesson free!)

30 min. lessons:

\$25 per half hour
4 lessons = \$95
8 lessons = \$190
12 lessons = \$275

Will consider need-based discounts upon request.

An additional \$25 studio fee will also be charged on a semesterly basis to cover printing, computer costs, piano maintenance, and other studio improvements.

_____ **Tuition adjustments:** As of May 31, 2012, teacher will adjust tuition rates on a semesterly basis. If tuition is increased, all students will be expected to pay the increased rate at the new adjustment date. **The adjustment dates will occur on August 1 and January 1 and June 1 of each year** (intended to correspond with school calendar). Teacher will provide notice to all affected students of any increased tuition or fees at least 1 month in advance of the effective date of the adjustment.

_____ **Studio Fees:** All students will be required to pay a studio fee of **\$25 per semester**. This fee covers the costs of printing/copying, paper, pencils, etc; in studio materials such as music, metronomes, games; computer-assisted learning; piano tuning; professional memberships; and miscellaneous studio expenses. This fee is due at the latest by the second lesson. It is non-refundable.

_____ **Studio Deposit:** As of January 2013, all students shall be required to pay for a full lesson in advance. This deposit will be applied to the last month's lesson or be applied to unexcused absences.

_____ **Studio Fees:** As of May 31, 2012, studio fees will be due on the following dates annually for all students:

- August 1
- January 1

_____ **Makeup Lessons and Absences** | Due to the teacher's limited availability, makeup lessons cannot be guaranteed. However, if an absence arises due to unforeseen situations such as an accident or family emergency and if the student indicates a desire for a makeup lesson, the teacher will make an effort to accommodate a makeup.

Please be courteous to the teacher and fellow students by notifying the teacher at least 24 hours in advance regarding any known upcoming absences.

If the roads are impassible due to weather or a student is contagiously ill but feels well enough to play, having a lesson via Skype is a viable option for that week.

*******If notice of an absence is not received 24 hours before the date and time of the lesson, the student will be charged for the missed lesson.**

_____ **Communication with Teacher In the Case of Absence:** In the case of a student's absence from lessons, if the student goes for five calendar days without communicating with teacher, the student will lose his or her time slot. Teacher will communicate via email and text message to alert the student should teacher intend to give away the student's time slot.

_____ **Evening Lessons:** Evening lessons are in high demand. Therefore, to ensure that students are fairly treated, teacher will require a student to discontinue lessons should any of the following occur:

- Absences more than 25% of the time even if excused absences (ie. Not charged for) (However, in some circumstances, the offer to pay for missed lessons, could help one's case).

- Failure to communicate with teacher regarding absences or schedule changes
- Frequent and last minute rescheduling of lesson times without prior discussion with teacher.

_____ **Discontinuing Lessons** | Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. **For this reason, the teacher asks for two weeks's notice in writing prior to discontinuing lessons.** However, the teacher respects the student's right to end lessons at any time.

Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

_____ **Parent Participation** | Parents are encouraged to be supportive and active participants in practice at home. Parents are also encouraged to attend and quietly observe lessons approximately once a month.

_____ **Studio Events** | Each year, the studio schedules a number of exciting events for private students and their parents.

- Studio Classes: Studio Classes are provided for private students of similar ages/levels to promote student camaraderie and to reinforce concepts taught during private lessons. Studio Classes may include a theory segment, history segment, and a performance segment. With young private students, music & movement activities are also frequently included. With adult private students, there is a focus on piano literature history and repertoire performance in a relaxed environment.
- Studio Recitals: Performing in a formal recital setting is an exciting opportunity for students to showcase their hard work and improvement over the year in the presence of their family and friends.

- Examinations: Students are welcome to participate in theory examinations and/or performance evaluations. These opportunities require additional entry fees. Please contact the instructor for more information.

_____ **Communication** | There are many great ways to stay informed regarding studio news and events!

- Studio Website: Visit www.neworleanspianoteacher.com to find teacher contact information, current studio policies and procedures, the studio calendar, archives of previous monthly studio newsletters, and much more.
- Facebook Page: Students and parents are welcome to join the studio's facebook page. "Liking" this page allows students to interact with the teacher and other students while maintaining the privacy of each student's facebook profile.
- NEW! YouTube Channel Visit <http://www.youtube.com/user/PianoNOLA?feature=mhee> to view videos of student performances. Student videos posted *only with written student and parental permission*. These YouTube videos are often shared on the facebook page and featured on the studio website.

The best way to contact the teacher is via email, which will be promptly returned with an email reply or phone call. Phone calls are also welcome though a less reliable means of communication because we do not answer the phone during lessons whereas we might answer a text. The teacher always welcomes emails or text messages from students during the week if they have questions regarding their repertoire or other matters.

Student Signature (or parent if student is under 18)

Date