

## **Eelyn Piano Studio Policies & Procedures**

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

\_\_\_\_\_ **In-person/Online Private Instruction:** The instructor customize the lesson to fit the student's age, interest, and ability. Lesson length and frequency (once or twice a week) will be determined during the initial consultation with the instructor before enrollment. Please consider other extracurricular activities before scheduling lessons as it may be difficult or even impossible to change lesson time in the middle of the semester.

\_\_\_\_\_ **Tuition and Fees:** A \$50 non-refundable registration fee will apply annually, separately from the tuition. This fee covers the abundance of teaching materials and supplies that the instructor provide. Payments can be made via Zelle, cash or check. Tuition is charged by the semester starting at \$35 per 30-minute session or at \$37.50 if student prefer to pay per monthly installments. Tuition rate are shown in the table below. Tuition not paid a week after the due date will incur a late fee of \$35. Tuition will be prorated should a student enroll in the middle of the semester.

<b>36 lessons total</b>	<b>Fall 2021 (16 lessons)</b>	<b>Spring 2022 (20 lessons)</b>	<b>Installment plan due 1<sup>st</sup> of every month</b>
<b>30-Minute Weekly Private Lessons:</b>	\$560	\$700	\$150
<b>45-Minute Weekly Private Lessons:</b>	\$840	\$1050	\$225
<b>60-Minute Weekly Private Lessons:</b>	\$1120	\$1400	\$300

\_\_\_\_\_ **Music Books and Materials:** The instructor will be sending you an email of what needs to be purchased for lessons. If they are not purchased in a timely manner, the instructor will purchase them and send you an invoice.

\_\_\_\_\_ **Events and Exams:** For the student's development, participation in festivals, competitions, exams and recitals are highly encouraged. The instructor will keep parents/students updated on these events. Registration fees will be invoiced separately from the tuition.

\_\_\_\_\_ **Practice and Instrument:** Students are expected to practice daily on a well-maintained acoustic piano or a digital keyboard with weighted keys. Acoustic pianos should be tuned twice a year. Parents should actively help students during practice if their student is below the age of 10. For every year of piano lessons, suggested daily practice times are 10-15 minutes of uninterrupted practice a day. For example, a student who had studied piano for 1 year, practice should be practicing 10-15 minutes a day, where as a student with 4 years of piano studies should practice for about of 40-60 minutes.

\_\_\_\_\_ **At The Studio:** Students are expected to arrive for lessons in a timely manner, with all required materials and music. Parents are encourage to sit in and observe the lessons as long as it's not disruptive to the lessons. Parents and siblings also may quietly peruse the waiting area, wait in their vehicle in the driveway, 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 instructor 3-5 minutes before the end of the lesson, in order to respect the next student's time slot.

\_\_\_\_\_ **Studio Environment and Personal Hygiene:** Please remove your shoes at the door. No food or beverages are allowed inside the studio or the waiting room, please take them to the dining area. Fingernails are expected to be neatly clipped and trimmed, if student's nails are too long, a nail clipper will be provided for use before the start of the lesson. The hand sanitizer should be used before touching the piano. Due to COVID-19, a mask will be required for in-person lessons for the duration of the pandemic.

\_\_\_\_\_ **Missed/Canceled Lessons:** Due to the instructor's limited availability, there will be no makeups for missed/canceled lessons. There will be no refund or credit for missed/canceled lessons. Students should instead make a video of all their assigned pieces/scales (due within 48 hours of the missed/canceled lesson), and the instructor will follow up with either instructions to improve the pieces or assign new assignments for the week. Please be courteous to the instructor and fellow students by notifying the instructor at least 24 hours in advance regarding any known upcoming absences. In the event where the instructor cancels a lesson, the lesson will be made up at a mutually convenient time. Missed/canceled make-up lessons will not be made up.

\_\_\_\_\_ **Summer lessons:** Summer time is a great time to improve and learn new repertoire, as there's less school and more time at home. There will be 7 lessons during the summer. Summer attendance guarantees a spot in my roster for the next academic year. Students can schedule for more lessons at an additional fee.

7 lessons	Summer
<b>30-Minute Weekly Private Lessons:</b>	\$245
<b>45-Minute Weekly Private Lessons:</b>	\$367.50
<b>60-Minute Weekly Private Lessons:</b>	\$490

If students decide to take a break for the summer but want to secure a spot in the Fall semester a non-refundable deposit of \$150 will be due by the June 1<sup>st</sup>. This will be applied to the following Fall semester tuition if the student returns.

\_\_\_\_\_ **Holidays:** No lessons will be taught on these dates:

- ◆ Thanksgiving week
- ◆ Winter Break (2 weeks)
- ◆ Spring Break week
- ◆ Memorial Day

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

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

\_\_\_\_\_ **Communication:** The best way to contact me is via email and text messages. Phone calls are also welcome however it may go to voice mail should there be a lesson in session. I always welcome emails or text messages from the students and parents during the week if they have questions regarding their repertoire or other matters.

\_\_\_\_\_  
 Parent's signature  
 (or student, if 18 years of age or older)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Name