

## **Please take note of any policy changes.**

### **Studio Policies - Fall 2008**

**General Studio Etiquette** - Students should arrive promptly at their scheduled lesson time prepared with all books and materials. We ask for all students to be respectful of the studio regarding cleanliness and keeping conversation at a reasonable volume. All students must sign in at the front desk before their lesson. For parents dropping off their children for their lessons, we ask that you return before the conclusion of their lesson. In the event of no one else being in the studio other than the instructor and your child (any minor), we require another individual to be present. This does not mean the person has to sit in the classroom, but needs to at least be in the waiting area. This is for the protection of all parties involved. Studio hours are Monday - Friday from 3:00pm to 8:00pm and Saturday from 10:00am - 5:00pm.

**Practice** - Musical development begins and ends with our commitment to practice. Practice cards may be given to students at the beginning of each month. Please bring these cards with you each week so together we can keep track of your practice times.

**Tuition** - Payment for lessons is made directly to your instructor and is due on the last lesson of every month; however, a grace period is extended until the first of every month. Payments received after the first of the month will be assessed a \$15 late fee. If you are dropping off your payment outside of normal business hours, you may drop off your payment in our mail slot. Please indicate the instructor on the envelope. No cash will be accepted if payments are made after hours. If you are sending payments by U.S. mail, please ensure that it is postmarked no later than the 27th of the month to ensure timely delivery. Payment for books, materials, and recital fees are not included in your tuition. Returned checks will be assessed a \$35 overdraft fee. For students requesting refunds, to discontinue lessons, or planning an extended absence, please notify your instructor in writing 2 weeks in advance. If a student decides to discontinue lessons without a written notice, any credits or payment will not be refunded.

**Attendance** - We request that any schedule changes for the following month be made at least a week before payment is due. This will help to ensure there will be availability for you to reschedule a lesson at a time most convenient for you. A minor may not conduct any scheduling arrangements. This often leads to miscommunication. If for any reason a student is unable to attend a scheduled lesson, it is required that the instructor is contacted by phone a minimum of 48 hours prior to the scheduled lesson. If the student does not contact the instructor, the lesson will be forfeited. If proper notice is given the lesson may be rescheduled some time before the end of the month. Excused absences will be granted in the event of inclement weather, death in the family, or a serious or contagious illness accompanied by a doctor's notice. As of September 2008 scheduling credits will no longer be issued. The instructor or director reserves the right to discontinue lessons at anytime.