**Piano by Melody - Studio Policy & Procedures**

**2015**

**I. Schedule Overview**

(PLEASE SEE ONLINE SCHEDULE FOR MORE DETAIL AND UPDATES)

There are 13 lessons running Week of Sept 6 – Week of Dec 13 EXCEPT for the following dates:

No Classes Scheduled on the following dates:

Sept -- 7, 8

Nov -- 25, 26

Flex Lessons - I have 2 unscheduled days off to use during the term for any reason including illness, doctor appointments, emergencies or workshops. This does not count against your paid 13 lessons.

**II. Tuition**

30 minute lessons $390 --- Optional monthly payment is $97.50

45 minute lessons $585 --- Optional monthly payment is $146.25

60 minute lessons $780 --- Optional monthly payment is $195

(Music books and other materials are purchased separately.)

Tuition is prorated for students enrolled after the start of the term.

Tuition should be received by the 10th of the month. (Sept-Dec)

A $5 fee will be added to any late payments postmarked or received [payed online] after the 15th.

Monthly tuition payments are not dependent upon the number of lessons per month, but the number of lessons per term (13). Flex days are used for teacher cancellations.

Returned Checks: $25 fee

Forms of payment

Check, cashier’s check, online payment (cash not preferred)

Please make checks out to Melody Garber

1) In studio payment

2) Mailed to studio

3) Online banking - your bank's bill pay service (recommended)

4) Online payment through my website (suggested fee/donation of 3% to help offset the cost of card payment)

**III. Practice & Instrument**

Daily listening and practice are essential to the growth of the piano student. Only practice on the days you eat. Please make sure your acoustic piano is tuned and in good shape.

**IV. Student Missed Lessons**

There will be no refund for missed lessons.

Make-up lessons for students are not guaranteed and cannot be carried over to the next semester.

If you know of a conflict in advance please let your teacher know so that an attempt to alter the schedule can be made.

Lessons may be made up with at least a 24-hour notice online, by phone, email, or text.

Same day cancellations due to illness or accident may be made up.

Please call or text for same day cancellations.

There is no make-up lesson if the lesson was not cancelled.

It is not necessary to cancel lessons due to lack of practice. There is always something to be learned during our sessions.

**V. Discontinuation of Lessons**

Students are expected to be committed to the entire term.

I understand lessons need to end for a variety of reasons.

It is ideal that parent, student and teacher can discuss the termination before decisions are made.

Lessons can then end with a positive sense of closure for the student.

A written two (2) week notice is required and a cancellation fee of $100 will be billed.

I have read and understand the studio policy. I agree to the terms set forth in the contract.

Student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of responsible party\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of responsible party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher's name: MELODY GARBER

Signature of Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only**

**Lesson length: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total amount due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes:**