

The Music Staff's 2018-2019 Policy

4008 Grant Court, Chesapeake, VA 23321 757-647-0316 email: lessons@TheMusicStaff.com

School Term September 6, 2018 – June 12, 2019

Summer Session June 13 – August 22, 2019 (Wednesday – Friday)

LESSONS

- **Commitment** is for entire year; stopping prior to end of term requires 4 weeks notice.
- **Make-ups** (illness, school activities or family trips) are at **teacher's discretion with 24 hours notice**.
- **Performance Classes** are scheduled fall and spring in lieu of weekly lesson.
- **Refunds or credit** are not given for missed lessons.

CONSISTENT PRACTICE

- Students should strive to **practice 6 days a week**; lesson day may count as one day of practice.
- A **Weekly Practice Log** is recommended for accountability.

iPAD APPS & WEBSITES

- Please refer to "**Play & Learn**" section under "**Students**" at **TheMusicStaff.com** for apps and websites.
- Parents should assist in making these **available for use at home**.

RECITALS and AUDITIONS

- **Recitals** are in October, December (Play-A-Thon), February, June and August. Please refer to calendar.
- **TMTF Student Recitals** are held fall and spring for students level 4 and higher.
- **VMTA Theory** testing in January is recommended as an assessment of theory knowledge and ear training.
- **VMTA Skills & Sight Reading** in February evaluates keyboard skills and sight reading proficiency.
- **Levels of Progress** in March is for all students and requires the performance of 2 pieces and technique.
- **Piano Guild Auditions** in May is recommended for all piano students.

TUITION

- **Annual tuition** divided into 10 monthly installments (September – June) due by the 10th of the month.
- **Payments** may be cash or check payable to The Music Staff.
- **10 installments cover** 36 lessons (September 6 - June 12) plus 4 summer lessons beginning June 13th.
- Payment for **additional summer lessons** due July 10th.
- **Books and audition fees** are in addition to tuition and added to student's account.
- **\$10 late fee** charged to accounts if payment is not received by the 15th of the month.
- **\$30 service fee** added for insufficient funds.



Please keep top section for reference. Sign and return bottom section. Update information when necessary. Thank you!

Student Name(s) _____

Address _____ **City** _____ **Zip** _____

Phone Number(s) Home _____ Work _____ Cell _____

Email _____ **Emergency Contact** _____

Length of Lesson(s) 30" ____ 45" ____ 60" ____ **Day & Time of Lesson(s)** _____

Instructor () Mary Ann Medlin c 647-0316 () Christine Butler c 582-6286

Person Responsible for Financial Commitment _____

Address _____ **City** _____ **Zip** _____

Phone Number(s) _____ **Email** _____

_____ 10 installments September – June 30 " lessons	Monthly Installment per student \$104.00
_____ 10 installments September – June 45 " lessons	Monthly Installment per student \$156.00
_____ 10 installments September – June 60 " lessons	Monthly Installment per student \$204.00

Total Monthly Tuition Installment \$ _____

Parent's Signature

Date