

# Paul Burd Music Studio

## Policies and Guidelines 2017

My mission as a piano teacher is to share the love of music and the piano with my students. I love to teach and interact with each individual student to learn what makes them unique and I tailor my teaching to fit each student's strengths and weaknesses.

The first lesson with me is free, so please feel free to schedule a complimentary meeting and consultation. The first lesson is not only for you to see whether you like my teaching style or not, but it is also for me to determine whether you are a serious piano student and someone I would like to work with long term.

I expect every student to take their piano learning seriously and to be disciplined about practice. I value honest communication and invite students and parents to share any questions, concerns, or ideas with me. Parents are always welcome to sit in on their child's lesson.

**1. Please be on time, neither early nor late.** Parents must bring students on time. Students arriving late for lessons will use only the remaining time left in the lesson. Time will not be taken away from the following lesson to accommodate late arrivals.

**2. What to expect at lessons:**

Students should arrive on time and prepared with all music books needed for the lesson. Lessons are designed to meet specific needs of each student. Therefore I work to encourage an atmosphere of learning, fun, discipline, and goal-setting. The lessons will consist of technique practice, playing of repertoire appropriate to the student's level of proficiency, theory, sight reading, and ear training. Please also bring a notebook (will be provided) for me to write down the homework to be worked on each week. All assignments of the week should be completed **before** arriving at the lesson.

**3. LESSON TUITION** of 4 (four) or 5 (five) weeks is accepted in monthly installments and must be paid by the **first scheduled lesson of each month**. Acceptable forms of payment are Cash, Personal Check, or Money order. There will be a \$20 charge added to all returned Checks.

**Tuition is non-refundable. Payment for a full month's piano lessons is due in full whether the student attends each lesson or not.** Each student is scheduled for a specific weekly time slot. Your payment reserves that time slot. As with University tuition or like a rent one would pay for an apartment, piano lesson tuition is payable whether the student attends or not.

**Late payments: Payments made after the 10<sup>th</sup> of the month will be assessed a \$10 late fee, unless there are special circumstances that you have spoken to me about beforehand.**

## **Rates for Private Lessons:**

**Standard - 45/60 minutes:** \$55 / \$70

**Advanced - 90 minutes:** \$100

**Introductory - 30 minutes:** \$40

Introductory rates are for young children under 8. Once they are used to having regular lessons, they will continue with Standard 45/60 minute lessons.

**There is an additional charge for travel to your home (In-Home pricing includes wear and tear on vehicle, gas, and mostly, time).**

**4. CANCELLATION POLICY:** All cancellations require at least 8 hours' notice minimum **by phone only** if a make-up lesson is to be rescheduled. If at least 8 hours' notice of cancellation is not given, the student forfeits the lesson. If the teacher cancels a lesson, it will be rescheduled at the earliest possible time.

**5. PRACTICE:** In order to progress satisfactorily, **daily quality practice** is necessary and required. I expect students to practice **a minimum of 30 minutes** (beginners) to 1 hour a day. Students who wish to excel should allow for more practice time. Daily practice will help the student accomplish his/her musical goals, and learn discipline, patience, and diligence.

**6. MAKE-UP LESSONS:** Make-up lessons are forfeited 30 days after the missed, regularly scheduled lesson. (a July 15th missed lesson can be made-up until Aug 15<sup>th</sup>. After Aug 15<sup>th</sup>, the lesson will be paid for whether taken or not).

**Only one make-up is allowed within 30 days.**

There are no "make-ups" of "make-ups". If the student misses the make-up lesson, the lesson is forfeited. Although make-up lessons are provided (as stated above), credits or refunds are not given for missed lessons.

**7. VACATIONS:** I will be charging a holding fee for vacations that are longer than two consequently missed lessons of \$15.00, for each lesson that you will be missing. For example, if you go on vacation for the whole month of August, then you need to pay a holding fee of \$30.00 plus the tuition fee for two lessons that will be provided to you as make-up lessons next month. This is only available two times a year.

**8. A TWO WEEK NOTICE:** If for any reason, you must stop lessons, a two week notice is required to discontinue lessons and tuition must be paid through this two week period.

**9. STUDIO RECITALS AND RECORDINGS** occur throughout the year and are scheduled upon student's demand. All students (when they are ready) are welcome to participate in the events such as Competitions, Certificate of Merit, Festivals, etc.

**10. PARENT/TEACHER CONFERENCES:** Students produce superior results and are more willing to practice when parents are involved. Feel free to sit in on any lesson at any time. Parents should contact me with questions or disciplinary concerns they may have. Students are highly encouraged to contact me between lessons if they don't understand their lesson plans. There are no additional fees for any of the above, in fact I encourage it!

**11. REFERRALS:** If you refer a new student to me I will give you a free 30 minute lesson after that referral has paid for 4 lessons. Referrals are the highest compliment I can receive. Thank you for your trust.

*Thank you for taking the time to read and understand what I expect from myself, my students and their families. I look forward to our musical journey together!*

If there are any questions or concerns, please feel free to call me at:

**Tel: 619-335-0535** or email me at: **pianostudio9@gmail.com**

**Studio of Paul Burd**  
**[www.TheMusicLessonsStudio.com](http://www.TheMusicLessonsStudio.com)**

