

Paul Burd Music Studio

Policies and Guidelines 2018

Welcome to my Music Lessons Studio!

Hello! My name is Paul Burd and I'm excited to be your piano teacher. Teaching piano is one of my greatest joys, and whether you're a complete beginner or an advanced player looking to explore new styles of music, I can help you reach your goals.

My lessons have helped many students overcome the challenges of learning piano. Even if you're a late starter and think you can't play with both hands together, I'm here to show you that you can.

The following covers the tuition policy and general rules for my students:

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:

Lessons are based on a monthly tuition (not per lesson) which reserves you or your child an exclusive weekly time slot in my teaching schedule. Tuition is charged according to the amount of weeks in the month. Tuition is due and payable on the **first lesson of each month**. Regardless of attendance, payment will need to be current with each month in order to hold your time slot. 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 10th 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: \$60 / \$75

Introductory - 30 minutes: \$45

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.

UNDER 18 POLICY: If the student is under 18 years old, it is my policy, that an adult be present at the lesson location for the entire lesson duration.

4. MISSED LESSON and CANCELLATION POLICY:

Please notify The Music Lessons Studio in advance of any absence. However, it does not exempt the student from payment for the missed lesson. Students are charged for all lessons, including those missed through student absence/cancellation.

For lessons that are cancelled 24-hours or more in advance (“Credited Cancellations”), the Student may reschedule the lesson and will be offered a make-up lesson, subject to teacher availability. **Any lessons that are cancelled less than 24-hours prior to the scheduled lesson time shall be treated as Missed Lessons.** Missed Lessons shall not be entitled to any credit or rescheduling.

In case of emergency (same day cancellation), **teacher should be notified about the absence no later than 8am.** **Any lessons that are cancelled after 8am** shall be treated as **Missed Lessons** and are not entitled to any credit or rescheduling.

5. MAKE-UP LESSONS: Only one make-up is allowed within 30 days.

Make-up lessons are forfeited 30 days after the missed, regularly scheduled lesson. (a July 15th missed lesson can be made-up until Aug 15th. After Aug 15th, the lesson will be paid for whether taken or not).

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.

6. TEACHER ABSENCE: No refunds will be issued for lessons cancelled by the Teacher. Lessons missed due to instructor unavailability will be made up within the month. Times and days of make-up lessons are to be agreed upon between student and teacher.

7. VACATIONS: Students can miss up to two lessons in the summer only (please give advance notice) which they will not be charged for. This is a courtesy for my regular students only and **WILL NOT** be applied to your last month should you decide to discontinue lessons.

You will be charged a holding fee for vacations that are longer than two consequently missed lessons of \$15.00, for each lesson that you will be missing.

8. DISCONTINUATION POLICY:

In the event that the student has decided to discontinue lessons, I require a ONE MONTH NOTICE. You will be considered a student and billed accordingly, unless a withdrawal notice is received. Regardless of when appropriate notice is given, such student/parent shall be financially responsible for the following two weeks/lessons, whether the student/parent chooses to attend or be absent. No refund will be given, thus the student must finish the remainder of the month or forego any unused lessons.

The Music Lessons Studio reserves the right to dismiss any student due to frequent absences, insufficient preparation for the lessons, disciplinary problems, overdue tuition payments and/or parental noncompliance with The Music Lessons Studio policies.

9. PERFORMANCE OPORTUNITIES occur throughout the year and are scheduled upon student's demand. All students (when they are ready) will participate in the events such as Certificate of Merit, National Piano Guild, Competitions, Festivals, etc.

10. PARENT/TEACHER CONFERENCES: Students produce superior results and are more willing to practice when parents are involved. 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!

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 at: pianostudio9@gmail.com

Studio of Paul Burd
www.TheMusicLessonsStudio.com

