



PRESENTATION MUSIC STUDIO POLICY SHEET 2010-2011

Academic Year:

There will be a total of 36 forty-five or thirty minute lessons for the year. The lessons will be distributed over four terms and some will be group lessons. Vacation periods are taken into consideration when scheduling the number of lessons for each term.

Tuition:

The yearly tuition is payable in advance with four equal payments. Payment may also be made by the semester or the year if desirable. If you need to make other arrangements, please contact me. I recommend payment by mail. Tuition does not include costs for music, books, fees, etc. There will be a late fee for non-payment for each term and it will be deducted from the materials and fee deposit.

Materials and Fee Deposit:

A \$75 materials and fee deposit is due when beginning lessons. A record will be kept of all expenses. When the money is used in full, a copy of the charges will be given periodically to the parents, and another deposit will be required. Monies not utilized will be carried over to the next academic year. (If the student isn't continuing, then the unutilized deposit will be refunded.)

Calendar:

A calendar of lesson weeks and recital dates will be provided. Please save the calendar for reference and mark the dates on your family calendar.

Absences, Make-Up Lessons, Withdrawals:

The assigned lesson time must be considered the responsibility of each student. The student should arrive in advance of the lesson time and remember his/her lesson materials. No lesson will be extended for a student who is late.

- One rescheduled lesson per quarter will be allowed for lessons missed due to illness. Non-emergency cancellation, last-minute cancellations on the day of the lesson and "no shows" will not be rescheduled. In the event of bad weather the scheduled lesson time is available to those able to attend.
- A lesson missed by the teacher will be re-scheduled or monetarily compensated.
- You will be held responsible for all tuition until one month's notification of discontinued lessons has been given.
- I reserve the right to discontinue any student who is in arrears with tuition payments, has three unexcused absences or is not showing sufficient progress.
- The student is expected to attend the assigned group lessons. Absences from these cannot be rescheduled.
- You are encouraged to make use of the swap list.

Recital and Performance Opportunities:

There will be two recitals a year – one in December and one in May with performance opportunities at group lessons and at Rally and Music Festival

Lesson Preparation for which Students are responsible:

- Preparing the lesson that has been assigned.
- Keeping your nails clean and clipped short.
- Finishing your snacks before your lesson and washing your hands.
- Coming to a lesson only if you are **not** sick.
- Respectfully waiting for another student to finish his or her lesson.
- Hearing a short prayer respecting of one's religion affiliation that may be offered
- Using a bag to transport your music to lessons.

Practice Guidelines:

- Practice times must be maintained at a daily minimum to be arranged with the instructor.
- Practice is given the same priority as homework.
- Practice is at a regularly scheduled time every day.
- Practice may be broken up into smaller sessions to maintain concentration.
- Practice must be without distractions. Please avoid the television, pets, visitors, phone calls or interruptions for chores during practice time.

Parental Involvement:

- The parents' or guardians' responsibilities include bringing the student to lessons on time, watching them enter the studio and picking them up on time. Please realize that instructors are not responsible for students before or after their lessons. Parking is available on the street and in the south parking lot.
- The parents of music students provide a well-tuned piano, a metronome, and a quiet place to practice. Please listen to the student practice with encouragement and enthusiasm. It is recommended that a parent sit down with the student at least once a week to see that the student is practicing everything assigned.
- Parents are encouraged to use my voice mail number or Email me at any time if there is a question or concern. (Voice mail number is 238-7107 and Email is presmusicstudio@cableone.net)
- If parents or siblings wish to attend a student lesson, they must remain quiet in the room adjoining the studio.

PLEASE RETAIN ONE COPY OF THIS FORM FOR YOUR RECORDS. ONE COPY MUST BE SIGNED BY A PARENT, GUARDIAN, OR ADULT STUDENT AND MAILED WITH THE REGISTRATION FORM AND PAYMENT TO:

Presentation Music Studio
1101 32nd Ave. South
Fargo, North Dakota 58103
(701) 238-7107

I HAVE READ THE PRESENTATION MUSIC STUDIO POLICY SHEET IN ITS ENTIRETY, AND I UNDERSTAND AND AGREE TO ITS CONDITIONS.

Signature _____
(Parent, Guardian, or Adult Student)

(Date)