

Studio Policy for the 2007-2008 Academic Year

General:

- This studio policy is in effect from August 20th, 2007 through August 16th, 2008.
- Students are expected to practice and may be dropped from the studio if adequate practice time is not consistently maintained.
- Students are generally not allowed to take piano lessons from another teacher while studying with Mr. Carney. Additionally, participation in some performances (such as contests and festivals) must be approved by Mr. Carney. Other performances (such as talent shows and less formal appearances) do not need Mr. Carney's approval. This is to ensure adequate preparation and consistency.
- Mr. Carney reserves the right to drop a student from his schedule at any time and for any reason. If the student has paid for lessons to take place after the date the student has been notified of the drop, those future lessons will be refunded. Any lessons that were not taught before that date must still be paid for.
- You must always provide a way in which Mr. Carney can contact you. Usually this includes an E-mail address and a home phone number. A cell phone number (if available) is also preferred.

Tuition and Fees:

- The rates for the duration of this studio policy are: \$35 for each 45 minute lesson and \$45 for each 60 minute lesson.
- Each new student pays a one-time \$15 registration fee.
- Students must enroll and pay for weekly lessons on a continuing basis. You **MUST** pay for every lesson each month.
- Tuition is paid monthly, and the amount due each month is determined by how many lessons will be taught during the month.
- Monthly tuition is due at the first lesson of each month. If tuition is not paid in full at the time of the first lesson of the month, a \$15 late fee must be paid. If you miss the first lesson of any month, payment must be mailed and received before the second lesson of the month to avoid a \$15 late fee.
- If you decide to discontinue lessons, you must provide at least a **TWO WEEK WRITTEN NOTICE**. In this case, you are financially responsible for the following two lessons after notification of your intent to drop.
- If a check bounces, there is a \$25 fee (\$10 bank fee plus \$15 late fee), and all future payments must be made in cash.
- Students are also required to purchase their own music and other miscellaneous items as needed. Copyright infringement is strictly prohibited. Additional fees apply to extra activities (such as contests and festivals).

Lesson Calendar:

- For the 2007-2008 school year, lessons will not be offered on the following dates:
November 22nd and 23rd; December 22nd, 2007 through January 1st, 2008.
- Students may elect take one additional week off (at no charge) the week before or after Christmas.
- **SUMMER LESSONS**. During the summer (12 weeks: June 1st – August 16th), students must pay for a minimum of 9 total lessons. Students may **NOT** pay for fewer than three lessons during any of the three summer months (June, July, August). Summer lessons may be scheduled at a time different from the normal lesson. Students may take more than one lesson per week. Mr. Carney reserves the right to block out two weeks during the summer for personal vacation. In that case, you would need to find time outside of those two weeks for lessons. Students not enrolled in summer lessons must drop out of the studio and be placed on a waiting list in order to continue in the fall.
- **MISSED LESSONS** will be made up at Mr. Carney's discretion. Your scheduled lesson time has been reserved for you, and that is the time you are obligated to use. Contacting Mr. Carney in advance is the best way to handle unavoidable, last-minute absences (illness, etc.), but even in the case of an emergency, **MAKEUP LESSONS ARE NOT GUARANTEED**.
- **RESCHEDULING LESSONS** may be possible in certain circumstances – though this option is not guaranteed. Rescheduling should be done at least one week in advance in order to find the best possible alternative lesson time. **RESCHEDULING WILL NOT BE DONE OFTEN**. If you cannot make your normally scheduled lesson time and cannot make one of the alternative lesson times Mr. Carney might offer, you still must pay for your lesson time since that time slot has been reserved for you.
- If Mr. Carney needs to reschedule a lesson, he will always provide you with as much advance notice as possible (sudden illness however makes advance notice more difficult). In this case, you should try to find an alternate lesson time. If an alternate lesson time cannot be agreed upon, you reserve the right to skip that week's lesson – in which case you would not be financially responsible for that lesson. If the lesson had previously been paid for, you may request an immediate refund or a credit to the next month's tuition.

By signing below you acknowledge that you have read and agreed to the above policies:

Signature: _____ date: _____

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