

Allison Saleh's Music Studio Policies & Agreement

Student Name: _____

Main Contact: _____

Phone/Cell Phone _____

Address: _____

Email: _____

Birthday & Grade: _____

Lesson Fees:

Please circle your amount of time

<u>Length of Lesson</u>	<u>Charge:</u>	<u>Tuition Price</u>
30 Minutes	\$25 (+\$5 for home visits)	\$100 per/month (4 Lessons)
60 Minutes	\$50 (+\$8 for home visit)	\$200.00 per/month

Books:

- Student is responsible for paying for books and materials. The teacher will order books and present you a bill or receipt with price of shipping and books.

Discounts:

- For multiple students per household and groups, I have discount rates.

Duo & Group Lessons

- Duo lessons is when there are 2 students per half hour, 45 minute, or hour long session. Offered for piano & voice. Rates start at \$18 per person, per half hour.
- Group lessons are only offered for voice students and for children ages 3-6 years. Required class minimum is 4 people and rates start at \$16 per child. Classes range from a half hour to an hour and a half.
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Every Other Week Lessons & Rotating Time Slots:

- On occasion, students will ask for lessons every other week. I do offer this, but at very specific times. Currently, I offer these slots on *Monday at 3:30PM & Tuesday at 4:30PM*. I ask for the month's payment in advance to reserve your slot and allow only 1 unexcused absence per six month period.

Payment Info:

- The first month of lessons you have the option of paying per lesson or per month.

- After the first month, payment for lessons is due at the first lesson at the beginning of the month's billing cycle. I provide an invoice prior to the beginning of the upcoming month via email. Usually 1-2 weeks prior to the due date.
- Late fees will be added to your monthly payment after 2 weeks of no payment. Late fee is \$10 per lesson not paid.
- If you cannot pay the amount by the due date, please contact me in advance so we can work something out
- I accept cash or check. Please make out to Allison Boriack. You can send it in the mail, use PayPal, or give it to me in person.

Lesson Cancellation:

- Please call me 24 hour prior to reschedule or cancel.
- Lessons that are canceled the day of will still be charged and will not be made up.
- I understand that unexpected things come up. I allow 2 unexcused cancellations per 6 month period. For every other week time slots, I only allow 1 unexcused absence.
- I will be handing out a studio schedule in the near future with the days and holidays I am not teaching.
- I understand if there are family emergencies and unexpected life events. Please let me know. I will try and work with you to the best of my abilities.

Communication:

- I will communicate primarily by via email. You will receive at least 1-2 emails a week regarding:
 - Enrollment and Welcome email
 - Summary of the days lesson with some things to work on
 - Lesson reminders
 - Payment, invoicing, and billing info.
 - Special event notices
 - Receipts and order forms for books
- I will respond the fastest to text and email. However, for texting, I will not respond between the hours of 10PM-8:00AM.
- Generally speaking, I will not add you as a friend on facebook. It is not anything against you at all. I do a lot of communicating with my family and friends and try to keep my personal account separate. I will, however, respond to any messages you send me.

Tardiness:

- Lessons will start on the scheduled time. If you are tardy, I will not make the time up and stay later.
- There will be no refund or make-up lesson scheduled. Please notify me if you are going to be tardy, so I can expect your arrival. I will wait if my schedule will allow it.

Termination of Lessons:

- Lessons are continuous and ongoing, effective as of the date of this Studio Policy and Agreement.
- Student may terminate lessons for any reason.

- To terminate lessons, Student must provide at least 2 weeks' notice to Studio, during which time the month's payment has been paid in full. I will pro-rate it if you plan on discontinuing earlier in the month.
- Studio may also terminate lessons for any reason, at the sole discretion of Studio. If Studio terminates lessons, tuition will be pro-rated up to the last lesson taken and a refund provided, if applicable.

Lesson Requirements:

- Please bring the following to every lesson: books, pencil, practice logs, recording device (optional), piano student bring piano binder. See below for more info.
- Students should come to each lesson with all of the weeks assignments completed and ready to discuss what they worked on.
- *Piano Students:* I require piano students make a binder for all of their assignments. I hand out A LOT of paper work. Here's what you'll need in your binder:
 - 3 ring hardback binder
 - 5 Tabs (worksheets, music, practice logs, lesson info, extras)

Practice:

- It is impossible to make great strides your musical education without practice. You are learning an exciting, new language! With the fun, also comes a responsibility and commitment to learning and practicing.
- I expect that students practice what they are working on in lessons outside of class.
 - Young adults ages 13-above: 30 minutes at least 4 times a week.
 - Children ages 4-12: 15-20 minutes for 4 times a week.
- If you do not know how or what to practice, I will teach you! Please ask me!

I have read and understood the terms and conditions of the studio policy. By signing below, I agree to abide by the above terms and conditions.

(Printed Name of Student)

(Signature of Student & Guardian)

(Date)

If student is under 18 years of age, signature of a parent/guardian is required.

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