



Studio Policies

ENROLLMENT: Enrollment is by the 12-week term only, or for the balance of a term if a student begins lessons after the term has begun.

FEES: Tuition is \$1560 per year for 47 lesson weeks of the year. That number is divided evenly by 12 to make equal monthly payments of \$130 per month. (Tuition can also be billed by the semester.) There are five uncompensated weeks out of the year that we do not teach; Thanksgiving, Christmas, Spring Break and one week in June. Families also aren't charged any more for a five week lesson month than a four week lesson month. *For new students* – To reserve a place in the schedule, new students must complete the website sign up form. The full tuition payment must be received within one week following the interview or the reserved lesson spot will be forfeited. *For continuing students* – Tuition is due and payable in advance at the beginning of each month upon receipt of the invoice. Invoices are mailed electronically on the 25th of each month with tuition being paid by the 1st of the new month. Tuition received after the 2nd will incur a 10% compounding late fee due at the time payment is remitted. For habitually late accounts, a card may be required to be kept on file for automatic draft on the 1st of each month. If your student(s) has been dis-enrolled for any reason, there will be a \$50 re-enrollment fee, per student, assessed to your account and it must be paid, along with any outstanding balances, before student(s) can be re-enrolled and have any more lessons.

REFUNDS: No tuition refunds of any kind. Your monthly payment secures your spot on the schedule. However, any lessons missed due to the teacher having a gig will be discounted from the following month's tuition if a makeup lesson is impossible.

MISSED LESSONS: Any lessons canceled by the teacher will be made up, in either the form of a private *or* a group lesson. Although refunds or credits are not given for missed lessons, private lessons missed because of illness may be rescheduled providing the teacher is notified at least *by noon on the day of the lesson*. Only *two* missed lessons per term may be rescheduled. (Make-up lessons must be scheduled prior to the end of the term in which the lesson was missed.) *The teacher is not responsible for making up lessons that are canceled for reasons other than illness.* Missed group lessons will not be made up. Tardiness results in the amount of time late being

subtracted from the lesson time. LHM is closed any days the schools close for severe weather or holidays. Having said all this, please stay home if you are sick. Absences due to sickness are always made up. Please don't expose others if you don't feel well.

GROUP LESSONS: In addition to weekly private lessons, the study plan also includes occasional group or partner lessons. (There is no additional charge for group lessons.) Parents will be advised of the dates and times of the groups as they are scheduled. During group lesson weeks, the private lesson will be abbreviated as follows:

For students enrolled in 30 minute lessons, the abbreviated length of the private lesson will be 20 minutes.

For students enrolled in 60 minute lessons, the abbreviated length of the private lesson will be 45 minutes.

PRACTICE: Students are enrolled with the understanding that they will practice a minimum of five days each week. The minimum daily practice requirements are as follows:

Drums	Vocal	Piano
Beginner: 10 min/day	Up to age 10: 10 min/day	First Year: 15 min/day
Intermediate: 20 min/day	Age 10-16: 30 min/day	Gr 2-5: 20 min/day
Advanced: 40 min/day	Age 16& up: 35 min/day	Gr 6-8: 30 min/day
Professional: 50 min/day		Gr 9-12: 45 min/day

Practice assignments for young students are written inside lesson books or sent in a text message and are updated each week at the student's lesson. It is highly recommended that the suggested practice time be divided up into several short segments rather than being done all in one sitting. It is also advised that students schedule their practice to occur at the same time(s) every day. Students showing lack progress will be asked to maintain a daily written practice record to be signed by a parent prior to each lesson. *Students who are unable to fulfill the specified practice requirements on a regular basis may be dropped from the schedule.*

VIRTUAL LESSONS: Virtual lessons are always an available option to prevent missing a lesson. Please be at your device and logged in 5 minutes before your lesson time. The student must be able to sit at their instrument during the Virtual Lesson. The student must have their assigned curriculum, a sharpened pencil, an eraser, and a notebook with them for the duration of the lesson.

LENDING LIBRARY MATERIALS: Students may be loaned materials from the teacher's lending library at no charge. In the event that such materials are lost or seriously damaged, they must be replaced at the current price rate.

STUDENT PERFORMANCES: All students will perform in at least one program during the school year. Although most programs are conducted in an informal format, performers are requested to "dress" for the occasion. (Is is suggested that ladies wear either a dress, skirt/blouse,

or pantsuit, and that gentlemen wear slacks and a sport shirt with jacket and tie optional. “Flip-flop” shoes, T-shirts, shorts, and sports attire are not considered appropriate.)

If students are invited to perform in venues other than studio recitals, it should be understood that such performances will always be discussed in advance with the teacher and will never occur without the knowledge and permission of the teacher.

NEW MATERIALS: The teacher will either purchase whatever study materials are needed and parent(s) will then be billed for these items or the parent(s) will receive a link to purchase materials directly. Purchases should be made as soon as possible. Students should obtain their instrument as soon as possible and make sure it is well maintained. Students should have access to a metronome or a metronome app. Laptops, tablets, and iPads are highly encouraged.

PARENT MEETINGS, CONFERENCES, AND LESSON VISITS: The annual Parents Meeting will take place early in the Fall term. (Date to be announced.) Parents are encouraged to request a conference with the teacher whenever they feel the need to discuss the student’s attitude, progress, or study plan. Parents are also welcome to visit lessons, providing the visits are prearranged with the teacher.

TERMINATION: Students may be asked to discontinue lessons at the end of a semester if they have an excess amount of absences or unprepared lessons, at the discretion of the teacher. Lessons may also be terminated for unpaid tuition. Should the student/ parent decide to discontinue lessons, 30 days notice is required to allow the teacher sufficient time to fill the void with a student from the waiting list.

Teacher Responsibilities

I will:

Do my part to help each student succeed in reaching their musical goals.

Provide a professional studio environment free from distractions and conducive to learning and music-making.

Teach students how to practice effectively.

Arrange adequate performance opportunities for the student in the form of studio recitals, etc.

Teach students using a well-rounded approach that includes music theory, proper technique, repertoire, functional skills and more.

Teach the individual and adjust my teaching approach to the needs, strengths, and weaknesses of each student.

Provide a positive and fun atmosphere where learning will happen and beautiful music will be made. Abide by the policies set forth in this contract.

Lisa Higginbotham, BAE, RPT.

Parent Responsibilities:

I will:

Get my child to scheduled lessons on time.

Provide my child with an instrument for daily practice.

Help my child find a daily practice time free from other commitments, noise and distractions.

Sit down daily with my young child and help them practice (up to age 7).

Sit down at least once a week with my child to help them practice (age 7-9). Encourage my child in their practicing in a positive way and praise their efforts and successes.

Sit down often and listen to my child play and/or sing.

Provide my child with opportunities to be exposed to and listen to great music—in the car, at home, on the radio, at live performances.

Abide by the guidelines set forth in this contract.

Student Responsibilities

I will:

Arrive at my lesson with my books and other needed supplies.

Read my assignment sheet each week to make sure I practice all that is assigned.

Decide on a consistent daily practice time when I will be well-rested and free from distractions and other commitments.

Thoughtfully practice my pieces each day, using good technique, and practice strategies as explained by my teacher.

Complete any weekly assignments before my next lesson.

Listen attentively at lessons without doodling on my instrument.

Arrive at my lesson with a great attitude and ready to learn and make music.

Abide by the guidelines set forth in this contract.
