



ACO School of Music Studio Policies

Each student of the studio will be exposed to a variety of repertoire, theory, music history, ensemble, and performance opportunities. Students of all levels are taught in a private setting in order to receive the individual instruction needed to progress at their own rate.

Tuition is payable the first class of each month. Please note that the tuition paid monthly pays for 4 lessons. Months consisting of 5 weeks carry over lessons to the following month. Monthly invoices will be sent to you via email at the beginning of each month. A **\$15 late fee** will be charged if tuition is received after the 15th of the month and a **\$20 fee** if received after the 17th. **The invoice balance must be paid in full in order not to accrue late fees. Any remaining balance will accrue the late fee listed.** If for some reason you are not able to deliver the tuition before the 10th of the month, please mail your check to the address listed below. It must be received by the 10th in order not to accrue the late charge. Please note that if you are out of town and do not receive the email invoice, tuition is still due by the 10th. A fee of \$25.00 will be charged for all returned checks. **Any checks postdated after the 10th will accrue the appropriate late fee.**

Attendance is fundamental for each student's progress rate and success.

- Missed classes, **IF** called 24 hours before lesson time and for school related activities or health conditions will be made up **according to the teacher's availability. If 24 hours is not given before a missed class, NO MAKE UP CLASS WILL BE OFFERED. No shows are considered as a lesson given. No make ups are given in this circumstance.** Only two make-up lessons a session will be permitted **IF** availability allows. **Make up lessons are not guaranteed. They are offered and taught according to the teacher's availability and during teaching hours only.** In order for a student to receive a make-up lesson, he or she must be currently registered in the studio for that month. There will be no refund or credit given for missed classes. Make-up lessons **cannot** be carried over into the following session. Lessons cancelled by the teacher will always be made up immediately and cannot be used as credit for the following month. Any lesson taught during another time slot other than yours is considered a make up lesson.
- If your child is sick with anything that can be contagious or has a fever or diarrhea the day of his/her lesson, the teacher must be informed immediately in order to cancel the lesson. Please remember that contagious illnesses can be transmitted not only to the teacher, but also to one or all students following. Please be considerate of this matter.

The teacher has the right to send the child home if she feels they are too ill for lessons. No make up lesson is taught under this circumstance.

- If a student misses a lesson due to bad weather, a make up lesson will be taught if possible, but one is not guaranteed. The studio will remain open for those who are able to attend.
- If you decide to withdraw your child from lessons for a period of a month, you are obligated to pay 50% of the month's tuition **in order to keep the spot and time slot in the studio**. If you choose not to pay the percentage, please be advised that your spot and time slot will be given away and you will be placed on the bottom of the student waiting list. Paying the percentage guarantees that your spot and time slot will not be given to a new student or any active student. If a student is not enrolled the month before a new schedule begins (May and August), he/she will not have priority of lesson days and times when arranging a new schedule for the next session. They may choose a spot if any are available after active students are placed into the schedule. This can only be done once in a piano studio calendar year (June 1 – May 31.) If the student is gone for more than one month, 100% tuition must be paid on all months after the first month in order to guarantee the spot.
- **A 30 day notice must be given to terminate lessons or a 2 week penalty will be charged.**

Books, music, and supplementary materials will be provided to all students of the studio. Various method books such as Bastien, Alfred, Hal Leonard, Faber, and others are recommended which permit a smooth increase in difficulty from lesson to lesson. If you already have music books on hand because of previous instruction, they will be considered for possible use. Charges for these materials will be included in the following month's tuition. Handling charges may also apply only if materials have to be shipped to the teacher directly. **Students must bring all materials to lessons. A cancelled lesson by the teacher may result. In this case, no make up lesson is given.**

An adequate instrument for practice is required before lessons may begin. A tuned piano with a full keyboard and functioning pedals is **recommended** for maximum progress.

Practice times must be recorded everyday in student's assignment book in order for accurate documentation by teacher. This documentation is to follow each student's progress rate as well as to record hours practiced. **Every student's progress results from the practice they contribute.**

Homework must be completed before the student's lesson in order for proper advancement. A parent/teacher conference may be called if homework is consistently incomplete. **This conference will be scheduled during the student's lesson time and will count as a lesson taught.**

Recitals are given annually in May and December. All students, with the exception of adults, will be **required** to participate. The recital will count as one of the four lessons for that month. If the student for some reason does not participate in either recital, they forfeit the week's lesson counted. Spring recitals in April or May will require a recital fee that will be collected in April. Students must follow the "Recital Etiquette" rules adopted by ACO School of Music for all recitals. Those

etiquette rules will be available closer to the recital date. All students are required to perform at the spring recital and stay for the entire concert in order to receive their composer statuette.

Teacher

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Studio Policies Remittance Form

I have read the ACO School of Music Studio Policies and agree to the guidelines enforced. Please

enroll/re-enroll _____ into the ACO
(circle one) *(print student's name)*

School of Music piano studio.

Signature: _____

Date: _____