The Music Studio of Peter Friesen

*September 2013-August 2014 Studio Policy*

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**Tuition and Payment**

Rates:

*$50/hour*

*$40/45 minutes*

*$30/30 minutes*

Fees:

*$5 monthly studio fee (per family)*

 Upon commencement of piano lessons, students (or their guardians) will commit to a personalized lesson schedule for the upcoming year. At this time, the total amount owed for the year’s tuition will be determined. Tuition may be calculated by multiplying the number of lessons for the year by the per-lesson rate listed above, and adding $60 to account for 12 months of studio fees. Tuition may be paid according to the following plans:

* Quarterly (Due Sept. 1, Dec. 1, Mar. 1, Jul. 1): 1/4 of tuition due on each date.
* Monthly: 1/12 of tuition due at the first lesson of each month.

 The term is one year in length; although many students may need to alter their schedules for the summer term, **summer lessons are not optional unless the student is out of town.**

 Tuition is due on the above-indicated dates; late payments will be assessed a $10 late fee. Tuition is non-refundable.

 The $5 monthly studio fee will help cover the cost of new educational and musical materials used in the studio, as well as repairs and maintenance for the piano. It may also be used to help defray the cost of student-related activities, such as recitals.

 **If a student must withdraw from lessons before the completion of the tuition year, an early termination fee equaling 1/12 of the annual tuition will be assessed.** A student's withdrawal from lessons means unproductive and unpaid time in my weekly schedule; this fee helps cover my expenses while I find a new student to fill the empty time slot.

Absences:

 Excused absences: If the student/guardian notifies the teacher of a cancellation more than 24 hours in advance of the lesson, the absence will be excused and a make-up lesson will be offered. Exceptions to this rule are sudden illness and family emergencies – every effort will be made to schedule a make-up lesson under these circumstances. In the event of a planned absence (vacation, school/extra-curricular activity conflict, etc.), 7 days’ notice must be given for the absence to be excused. Students are allowed make-ups for 3 excused lessons over the course of the year; any further excused absences may be made up only at the teacher’s discretion.

 Unexcused absences: If notification of cancellation does not fall within the parameters of the guidelines above, such an absence is considered unexcused. In such a situation, if the teacher is unable to find a time to make up the lesson within 7 days, the lesson is forfeit.

**Student Expectations**

Lesson Preparedness

 Students are expected to come prepared to every lesson. Preparedness entails bringing all materials (sheet music, books, assignment notebook), practicing the week’s assignments diligently, and being in a ready-to-learn state of mind. (Young students will require parental assistance in all these areas.)

Practice Logs

 As of this year, all students are expected to maintain a written log of their weekly practice habits. Students must bring their practice logs to each lesson. A log sheet may be found and printed at www.peterfriesen.com/studio.htm, or log books may be purchased at a local or online music store.

Practicing

 Students are expected to practice **at least 5 to 6 days per week**, for an amount of time determined by the teacher. Beginning students will require shorter practice sessions, but as they improve, their commitment to practice time must increase proportionally. Of course, there will be weeks when extenuating circumstancesdo not enable the student to achieve all practice goals, but these weeks should be the exception to the rule.

Materials

**All students need to own a metronome.**

 Throughout their course of study, students will occasionally need to purchase sheet music or other learning materials. If the teacher obtains these materials for the student, full reimbursement is expected with the next tuition payment. Generally, however, the student or parent will be expected to obtain specified materials on their own. The following are two reasonable options for obtaining sheet music and learning materials:

[www.pianoatpepper.com](http://www.pianoatpepper.com)

Or, if you prefer a locally-owned business (and the chance to browse),

Lafayette Music

1280 Centaur Village Dr.
Lafayette, Colorado 80026
(303) 661-9335

**Terms of Agreement**

This agreement may be terminated by the teacher *at any time* if the student is consistently not meeting practice and lesson expectations. In such an eventuality, remaining tuition for lessons given will be due, or in the case of excess payment, a refund will be given to the student/parent.