

# **Teachers name (instrument) - Studio Policy 2009**

provided by Charleston Music School  
updated August 2009

## **Teachers name:**

### **Private (Instrument) Lessons, Group Lessons and Chamber Music**

384 Hoff Avenue

Charleston, SC 29407

EMAIL: [info@charlestonmusicschool.com](mailto:info@charlestonmusicschool.com)

843-860-6922

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

~~Please Keep Policy for Future Reference~~

1. Teaching Philosophy
2. Registration and Registration Fee
3. Material and Instrument
4. Tuition and Discount
5. Payment Methods
6. Performances
7. Termination
8. Attendance/ Missed Lessons
9. Conferences
10. 2009 Calendar
11. Teachers Bio
12. Summer Lessons
13. Studio Contract

## 1. TEACHING PHILOSOPHY

Because music is something to be enjoyed by both listener and performer, it is our aim to mold students into not only competent performers who love playing, but active listeners who will take pleasure in enjoying numerous types of music the rest of their lives. Each student is blessed with special gifts, and we find that it is our duty to help every pupil be the best musician they can be. We actively encourage students to pursue the music that interests them the most by giving personalized lessons which are planned to include, as often as possible, the music that gives them the greatest pleasure whether it is jazz, classical, sacred, duets, accompaniments, or arrangements of popular music. Teaching is our passion, and music is something we love. We look forward to assisting many students in making music something they will enjoy forever.

## 2. REGISTRATION

Registration is ongoing throughout the year. Students who enter the studio partway through a semester will be charged on a prorated scale only for lessons remaining in that semester. Lessons will not begin for any student until the registration fee has been paid in full.

### 2a. REGISTRATION FEE

The registration fee is the cost of the first lesson. It is due when initially scheduling lessons and payable to Charleston Music School per check. This fee will not be incurred from year to year as long as the family continually takes lessons throughout subsequent school semesters. The registration fee helps to covers parts of the cost of the administration, organization and supervision of the Charleston Music School.

## 3. MATERIAL/INSTRUMENT

In order to learn and enjoy... it is necessary to... The teacher requires the student to have/buy/provide... parents to help maintain...

## 4. LESSON RATES

- 30 minute private lesson: \$\$
- 45 minute private lesson: \$\$
- 1 hour private lesson: \$\$

-At the discretion of the teacher lesson payments may be required weekly or in advance monthly.

## 5. ACCEPTED PAYMENT METHODS

All payments should be made payable to the teacher, NOT to the Charleston Music School. TEACHER accepts checks to his/her name... automatic payments through bank, cash...

## 6. PERFORMANCES

Students will be given the invaluable opportunity of performing for their peers in a safe and friendly atmosphere. The teacher and the School encourage the students strongly to participate in performances. Additional performance opportunities such as school programs and church services may also be available to the student. The instructor is willing to help the student prepare for these events with ample notice. While these opportunities are offered to each student as he/she is eligible, participation will be the decision of the individual. Students are also encouraged to attend quality musical performances.

## 7. TERMINATION

Lessons may not be scheduled for subsequent semesters for any student:

- whose attendance to private lessons becomes irregular
- who repeatedly fails to notify the instructor that he/she will be missing a lesson
- who continually comes to lessons unprepared

Lessons may be immediately terminated for any student:

- whose tuition payments are frequently received after the seventh of the month
- who fails to remit tuition by the last day of the month

## 8. ATTENDANCE/MISSED LESSONS

Students are expected to attend all private lessons as each lesson time is reserved exclusively for each student. Enrolling for lessons is a purchase of teacher and studio time, and since the time passes whether a student uses it or not, a lesson missed is time lost. The teacher cannot re-sell missed lesson time nor can she/he create extra teaching time in which to give make-up lessons. Private lessons missed by the student during the (school year or summer) term will not be rescheduled. If the teacher is notified at least 24 hours/ by 7pm the day before the lessons day, one lesson per two month is refundable. This policy can vary depending on the teacher.

Example for teacher cancellation:

Since the teacher is an actively performing musician, performance times may occasionally interfere with lessons. The teacher will notify the student as early as possible. If the teacher and student are unable to reschedule the lesson time, the teacher will either refund or credit the student. This is dependant upon the instructor.

### 8a: Arrival and Departure Times

Students should arrive no earlier than five minutes before their lesson time and should be picked up no later than five minutes after their lesson is completed unless another arrangement is made with prior approval from the teacher. This allows the teacher to focus completely on one student at a time without the possible distraction another student could cause for the teacher or current student.

The student should feel free to enter the studio upon arrival without ringing the doorbell or knocking unless the door is locked. This provides less distraction to the student who is currently taking a lesson as the teacher does not need to interrupt the current lesson to answer the door. Please discuss this policy with your teacher prior to beginning lessons.

## 9. CONFERENCES

Personal or telephone conferences concerning the student's progress may be scheduled at any mutually convenient time. The teacher may ask you regularly for support/ feedback ...etc.

## 10. 2009-2010 Calendar

Each one of our instructors should provide you with a calendar of dates that explain holidays, whether they be religious or national, that are unavailable days for lessons.

11. TEACHERS BIO – Our faculty will provide you with their individual bio here.

## 12. SUMMER TERM TUITION:

Dependable on the availability of the teacher, he/she will offer a number of lessons for his/her students during the summer. Please ask your teacher for his or her summer availability.

## STUDIO CONTRACT

If the student discontinues the student is required to give the teacher at least four (4) weeks of paid advance notice whether or not those lessons are used.

Please make sure you understand the missed lesson policy and realize that unattended lessons are automatically forfeited unless arrangements are made to reschedule with required notice.

By signing below, I acknowledge that I have read and understand (teachers name) 2009 studio policy and agree to abide by all terms and conditions contained therein.

I, (please print) \_\_\_\_\_ (parent/guardian) have read the attached policy for the studio of Teacher for the 2009 year and agree to all terms and conditions listed within.

Signed,

\_\_\_\_\_ (parent/guardian)

\_\_\_\_\_ (date)

Please keep one copy of this contract with your records and return one to the teacher with the billed tuition and fee, when applicable.