

STUDIO POLICIES

Please sign and date this document on the last page and return it to me at your next lesson. Please keep a copy for your reference.

Payment

1. The monthly fee for 30 minute lessons is \$160.00; the monthly fee for 45 minute lessons is \$233.00; and the monthly fee for 60 minute lessons is \$285.00. This monthly fee covers 21 lessons per 22 week semester. Semesters run September 1, 2023-February 1, 2024 and February 2, 2024-July 5, 2024. (Summer includes 8 weeks: July 6, 2024-August 31, 2024.)
2. Payment is due in advance for the month, but no later than the 5th of the month paid. I accept cash, checks and Zelle.
3. If payment is not received by the 5th of the month, you will be charged a late fee of \$10.00. (Please feel free to talk to me with any questions or concerns you may have regarding your payment before it is due.)
4. Lesson fees are non-refundable.

Scheduling

1. I expect my students to take a lesson once a week. There is one week off built into each semester (except summer).
2. All scheduling should be completed by the 1st of the month. I send each student home with a written copy of their schedule. If you don't receive the schedule, please ask your student for it.
3. The studio is available for lessons on Tuesdays and Fridays 2:30 p.m.-8:00 p.m. and Thursdays 2:30 p.m.-7:00 p.m.
4. In order to reschedule a lesson, you must either exchange lesson times with another student (see List) or give me 24 hours' notice.
5. If you give 24 hours' notice (no later than 8:00 p.m. the night before your lesson), you have an excused absence and are entitled to a makeup lesson.
 - a. Payment for an excused absence cannot be carried through to the next month, so we will need to find a mutually convenient make up lesson time as soon as possible. I will offer you *three* options for a makeup lesson, based on what I currently have available. Make up lesson options are not reserved until you confirm the time. If none of the *three* options works for you, you will forfeit payment for the lesson.
 - b. A makeup lesson cannot be substituted for a regularly scheduled/paid lesson, but sometimes it's possible to add time to a regularly scheduled lesson as a makeup option.
 - c. If you miss your make up lesson, you forfeit payment for the lesson.
 - d. You can only reschedule one lesson per month through me, but you can exchange an unlimited number of lessons.
 - e. If you are sick or think you might be getting sick the day before, *contact me the evening before your lesson.*

6. If you don't give 24 hours' notice, you do not have an excused absence and will forfeit the fee for the missed lesson, unless it is a true emergency. An emergency is defined as:
 - a. A family member in the hospital, a death in the family, an extremely contagious disease (such as strep throat or Covid19) or a car accident on the day of your lesson. In the event of a true emergency that prevents you from giving 24 hours' notice, you are entitled to reschedule your lesson.
 - b. You get one emergency absence per semester.
7. In the event that you need to contact me at the last minute regarding your lesson, please text me.
8. If you miss a weekly lesson for any reason, it is your responsibility to contact me to reschedule and/or confirm your lesson for the next week.
9. I will assume that you are keeping the same lesson time month to month, and therefore expect you at that time, unless you tell me that you will be changing your time and we schedule something different.
10. I am as flexible as possible with lesson times when it is necessary for you to reschedule a lesson, and I appreciate your understanding on those occasions when I need to reschedule your usual lesson time.

Performances

1. Every year, I schedule a studio concert (*usually the first weekend in August*) and I will let you know the details in advance.
 - a. When I bring in a pianist to play for you, be it in a performance, rehearsal or workshop, you will be responsible for the pianist's fee. I will advise you in advance of the amount.
 - b. If I schedule a workshop and a large number of people drop out, I reserve the right to cancel the class at least 24 hours in advance.
 - c. High school students may be invited to participate in the Doris Lenz Festival presented by the New Jersey Chapter of the National Association of Teachers of Singing. This year, the Festival is scheduled for Sunday, October 22, 2023. There is a small entry fee and singers will need to pay the accompanist. More information will follow.

I have read the preceding document and agree to abide by the terms stated above.

Parent/Guardian Signature

Date

Student Signature

Date

Designated Contact for Exchange List

Contact Number to Text

Print Student Name

Name of School