

# Brianne Lundberg's Music Studio Policies

## ① Tuition & Purchase Orders

Tuition is a **FLAT RATE\*** calculated either as a full semester payment or equal monthly payments. A full semester commitment is required.

**Tuition amount is the same every calendar month regardless of the number of lessons held (including months with 5 weeks, Missed Lessons, or Holidays), regardless of our lesson schedule or whether a semester begins or ends mid-month.**

After I have added you to my Roster, please have your Ed. Coach request a Purchase Order (PO) for lessons with Brianne Lundberg. NO Lessons will be taught until I have received a processed PO.

You will be notified before your first lesson and periodically afterward to purchase books/materials.

*Alternate Booking: I also teach lessons independently (self-paid tuition). Contact for details.*

*\* FLAT RATE Tuition Amount varies depending on reserved lesson length/frequency. Please contact for details.*

## ② Schedule & Attendance

Lessons are scheduled for an exclusive weekly time slot (such as 'Tuesdays @ 1-1:30pm'). Early arrivals will not be let in; wait to knock until your scheduled time. Late arrivals will not be given extra time afterward. All students must be picked up promptly after their lesson.

**Enrollment over Summer is required to reserve a spot in the Studio the following school year.** If your school does not have a summer program, you can hold your spot with self-paid tuition over summer.

## ③ Holidays

Charter school funds are usable only on school days. Studio closure dates will generally follow your school calendar (varies per school). **Annual Holiday Closures:** Jan 1 • Memorial Day (last Mon in May) • Jul 4 • Thanksgiving Day (4th Thu in Nov) • Dec 24 & 25 • Dec 31 • 3 Additional Weeks (dates TBA).

## ④ Missed Lessons

**A 'Missed Lesson' is any lesson you don't attend for any reason (including illness/vacations). Missed Lessons cannot be deducted, refunded, or credited.** You simply miss the benefit of attending that lesson. But don't worry—I will use the time to prepare lessons plans and materials for you, or you can use my Makeup Lesson policy.

## ⑤ Sickness

**DO NOT attend lessons if you are ill!** Stay home with *fever, vomiting, diarrhea, cough, cold, flu, lice, etc.* until you are **symptom-free for at least 2 days**. I will not teach Students who come sick or have symptoms. If a family member is contagious, contact me at least 24 hrs before your lesson. Get well!

## ⑥ Makeup Lessons

**Makeup Lessons are offered as a courtesy based on availability (NOT GUARANTEED).** If you provide sufficient advance notice (minimum 24 hours) of a Missed Lesson, we can usually work something out.

Makeup Lessons *must be held within 3 weeks* of the Missed Lesson. A 'Makeup Lesson' may look like:

- FaceTime/Skype/phone call lesson (*for students with mild illness/no transportation*).
- Lesson at a different time/day.
- Temporarily longer subsequent lessons.
- Email me a video performing your pieces & I will provide feedback.
- A sibling who is also my student can trade times with the Student for the week.

*If you do not agree to the available options, or if you Miss your Makeup Lesson, the lesson is forfeited.*

## ⑦ Responsibilities

- A **PIANO or good keyboard** (with pedal) must be at home, or in a place the Student visits daily.
- **PRACTICE 5-6 days/week:** 15-20 min/day (young beginners) to at least 30 min/day (year 1+).
- **Be POLITE and RESPECTFUL** to myself, my home, and my piano. I will stop a lesson for poor behavior. If necessary, I will require a parent figure to attend, or I will discontinue lessons.

Student Responsibilities	Parent Responsibilities
<ul style="list-style-type: none"> <li>• <b>Practice assigned material 5-6 days/week.</b></li> <li>• Review notebook assignments <u>daily</u> before practicing.</li> <li>• Complete theory assignments when given.</li> <li>• <b>Bring all books/materials to every lesson.</b></li> <li>• Keep fingernails clean and trimmed short.</li> <li>• Come to lessons ready to learn!</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor Student's adherence to Student Responsibilities.</li> <li>• <b>Ensure that Student practices daily.</b> Even teens need reminders.</li> <li>• If Student is 8 or younger and/or in the first year of lessons, <b>sit with Student to help them practice.</b></li> <li>• <b>Be reachable during Student's lesson</b> in case of an emergency that may require Student to be picked up early.</li> </ul>

## Questions or Concerns

If you or the Student have any concerns, questions, or challenges with their musical education, please feel free to bring it to my attention so we can come up with a resolution.

*I understand and agree to follow all the Studio Policies, including ① Tuition & Purchase Orders, ② Schedule & Attendance, ③ Holidays, ④ Missed Lessons, ⑤ Sickness, ⑥ Makeup Lessons, and ⑦ Responsibilities. I understand that if I fail to do so, lessons may be immediately discontinued.*

Student Name(s): \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_