

Brianne Lundberg's Music Studio Policies

① Your Tuition Package

Flat Rate Tuition	Reserved Lesson Time	Tuition Due	LATE If Received After	Payment Options
<u>\$XXX/Month*</u> <i>(\$XXX/Quarter)</i>	30-60 minutes/week	1st Lesson of the Month <i>(or Quarter)</i>	7th of the Month <i>(or Quarter)</i>	PayPal • Check • Cash • AutoPay (CC)

Tuition is the same* every month regardless of the # of lessons held (including months with 5 lessons, Flex Weeks, Missed Lessons, Holidays). Lessons will be terminated for consistent late payment or nonpayment. A \$35 charge will be billed for bounced/returned checks. *Tuition is non-refundable.*

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

* FLAT RATE Tuition Amount varies depending on reserved lesson length and payment. Please contact for details.

② Schedule & Attendance

Lessons are scheduled for an exclusive weekly time slot (such as 'Tuesdays @ 3-3:30pm'). 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 or be charged for additional time.

Lessons are year-round. Students must continue during summer to reserve a spot each school year.

③ Flex Weeks

Built into Tuition are **6 Flex Weeks: 3 for me and 3 for you**. You can use "Flex Weeks" to cancel any 3 lessons over the year for any reason. If you attend every single lesson, your Flex Weeks become **bonus lessons!** I will not teach during the 3 Teacher Flex Weeks (dates TBA). *Flex Weeks reset Jan 1.*

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—that's what Flex Weeks are for! If you've used all your Flex Weeks and choose to Miss an additional Lesson, see my Makeup Lesson policy.

⑤ 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 attend the Student's normal lesson time instead.

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

⑥ 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!

⑦ Holidays

Music lessons are year-round except for **Holiday Closures: Jan 1 • Memorial Day (last Mon in May) • Jul 4 • Thanksgiving (4th Thu in Nov) • Dec 24 & 25 • Dec 31 • 3 Teacher Flex Weeks (dates TBA)**. If your lesson falls on one of these and neither of us is using a Flex Week, I will offer a Makeup Lesson.

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

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 Package, ② Schedule & Attendance, ③ Flex Weeks, ④ Missed Lessons, ⑤ Makeup Lessons, ⑥ Sickness, ⑦ Holidays, and ⑧ Responsibilities. I understand that if I fail to do so, lessons may be immediately discontinued.

Student Name(s): _____

Responsible Party: _____ Signature: _____ Date: _____