

## **Studio Policies**

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### **Tuition**

1. Half-hour lessons are \$30.00 per lesson.
2. Hour lessons are \$50.00 per lesson.
3. Tuition must be paid via either Venmo, PayPal, check, or cash.
4. Lessons will be held weekly from August through May. Students may request to have lessons during the months of June and/or July, but this is not required.
  - a. If the student wishes to continue lessons during June and/or July, they must notify the teacher at the last lesson in April. If the student does not notify the teacher of the intent to take lessons in June and/or July, then it is assumed that they will not be taking lessons then.
  - b. If the student's lesson happens to fall on one of the following holidays, then they will not be expected to pay tuition for or attend their lesson on that day. If the student observes any religious holidays not on this list, they may request to not have a lesson on that day. The teacher must be notified before tuition is due for that month.
    - i. Easter Sunday
    - ii. Thanksgiving
    - iii. Christmas Day
5. Tuition for the following month is due at the final lesson of the current month, before the start of the lesson.
  - a. Tuition not paid by the start of the second lesson of the month will incur a \$5.00 late fee. Every subsequent lesson that occurs before the tuition is paid will incur another \$5.00 late fee.
6. If the student will be absent for one or more lessons in the upcoming month and has informed the teacher, then they will not have to include that lesson in their tuition payment. If they would like to have a makeup lesson during that month, however, then they must still pay that amount in their tuition.
7. Additional lessons past the regular amount may be paid for on an individual basis at the beginning of the lesson.

8. New students are allowed a half-hour \$20.00 trial lesson. During this lesson, they will be given a hard copy of the studio policies to sign.

### **Cancellation**

1. If the student cannot make it to their scheduled lesson, they must inform the teacher via email or phone at least twenty-four hours in advance. If this does not happen, then the lesson will not be made up and the tuition for that week will be forfeit.
  - a. If the teacher is informed properly, then the student can either choose to make up the lesson or use the lesson credit towards their tuition for the following month.
  - b. Exceptions to the twenty-four hour rule can be made in the event of illness or emergency, in which case the absence will be considered excused.
2. If the teacher cannot make it to the scheduled lesson, they must inform the student via email or phone at least twenty-four hours in advance. If this does not happen, the student will not be penalized. A lesson missed by the teacher will always be either made up or credited to the next month's tuition.
3. If the student is tardy to their lesson, it will not be extended nor made up.
4. If the student wishes to discontinue lessons, they must provide a month's notice. If the student discontinues their lessons and does not provide a month's notice, the tuition they have already paid will be forfeit.

### **Illness**

1. If the student is experiencing a temperature or has been on antibiotics for less than twenty-four hours, they should not come to their lesson.
2. If the student tests positive for COVID-19 or flu, they will be asked to be symptom- and temperature-free without medication for at least one week before returning to lessons.

### **In-Lesson**

1. Lessons will be held either at the student's residence, their school, or Wichita State University campus.
2. The student is expected to practice during the week and come prepared for every lesson.

3. The teacher may ask to be sent recordings for feedback. This is not reflective of the student's perceived work ethic or skill level.
4. The student should come to their lesson already warmed up. If necessary, proper warm-up techniques and exercises will be taught during the lesson for the student to use.
5. An instrument in good, working condition is necessary.
6. The student is expected to purchase all required books for their lessons. If this causes financial hardship, alternatives may be discussed with the teacher.

I, the student, \_\_\_\_\_, acknowledge that I have read and understand these studio policies.

I, the parent, \_\_\_\_\_, acknowledge that I have read and understand these studio policies.

I, the teacher, Hannah Kavanaugh, acknowledge that I have read and understand these studio policies.