

Studio Policies

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Tuition

1. Half-hour lessons are \$20.00 per week.
2. Forty-five-min lessons are \$25.00 per week.
3. Hour lessons are \$30.00 per week.
4. Tuition must be paid via either PayPal or check. Cash is not accepted.
5. Lessons will be held weekly from August through May. Students may request to have lessons during the month of June, but this is not required. The studio closes for the month of July.
 - a. If the student wishes to continue lessons during June, 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, 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. Thanksgiving
 - ii. Christmas Day
6. 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 first 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.
7. 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.
8. Additional lessons past the standard amount may be paid for on an individual basis at the beginning of the lesson.

9. New students are allowed a half-hour free 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.
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.

COVID-19

1. Students must be vaccinated against COVID-19 if eligible.
2. 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.
3. If the student has tested positive for COVID-19 within the last month, they will be asked to have a negative test before returning to lessons.
4. In regards to masks, all local and federal guidelines will be followed. If masks are mandated, the student and teacher will keep their masks on unless actively playing their instrument. If masks are not mandated, then the student may mask as they are comfortable. They may also request that the teacher remain masked.

In-Lesson

1. Lessons will be held either at the student's residence, public school, or at the Capital University Conservatory of Music.

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 must 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.