



Studio Policy Sheet

Learning to play a musical instrument requires a high level of commitment to both your lessons and your practice schedule. The following are my policies to help make your lessons a more positive and rewarding experience.

Materials and Instruments Requirements

- Please obtain a 3-ring binder with tabbed dividers to hold your music, handouts, and blank paper to write assignments. Please bring your binder to every lesson.
- I will also notify you of appropriate music books to buy when necessary, according to the student's need.
- Piano students: a well maintained instrument is essential. Acoustic pianos must be tuned every six months to one year. Electric keyboards must be touch-sensitive.

Class Structure

- Lessons will begin and end on time.
- Lessons will not be extended for late arrival.
- The last 5 minutes of class are for wrap up, gathering up materials and clarifying assignment.

Tuition

- Half hour lessons (30 minutes)/ \$25

Payment Schedule and Late Fees

- Lessons are to be paid in advance at the first lesson of each month.
- Cash or check are fine.
- A \$5 late fee will be charged for each week the payment is overdue.

Cancellations and Make-Ups

- A 24 hour cancellation notice is required for ALL missed lessons.
- Last minute cancellations and no-shows are still required to pay for the lesson.
- Exceptional circumstances such as family emergencies and inclement weather are examples of possible exceptions.
- Make-ups will be handled on an individual basis at the discretion of the instructor.
- Please call me directly at 303.521.2791 for cancellations.