

# Jeff's Policies

*Keeping Everyone on the Same Page*

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I am honored that you are considering me as a piano teacher. Before we go any farther, please read through my policies to make sure that you understand and agree with them. This document includes my policies in the following areas:

1. BEGINNING AND TERMINATING LESSONS
2. ABSENCE/TARDY POLICY
3. PARENTAL RESPONSIBILITY
4. SUPPLIES
5. RECITALS
6. FEES AND PAYMENT

 **This policy will be in effect as of July 1, 2014.** 

## 1. Beginning and Terminating Lessons

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- Currently, I am accepting students age 5 and above. Before beginning lessons, it will be necessary to sit down for a free 30-minute interview session to determine whether or not we are a good fit and to answer any questions you might have. Should we both agree that lessons should begin, we would then agree on a schedule and arrange for payment.
- If for some reason you would like to pause piano lessons for a month or more (perhaps to go on family vacation, or taking part in a seasonal activity), you will need to pay a monthly continuation fee equivalent to one lesson. This allows you to not pay for a bunch of lessons you're not going to attend, and it doesn't leave me in the lurch as much regarding my income.
- Our piano lessons may be terminated at any time by either party for any reason. In the event that lessons are terminated, you will be given a statement detailing any balance on your account. If there is a credit owed to you (e.g., you paid for lessons but I had to cancel), I will then refund that. Of course, I will also expect you to pay for any balance due (not typical).

 I get it! \_\_\_\_\_ (check) 

## 2. Absence/Tardy Policy

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- If **I** cancel or miss a lesson, we can either reschedule or the fee for that lesson will be deducted from the next month's bill. If I miss a lesson without giving you 24-hour notice, I will deduct one and a half (1.5) lessons from the next month's invoice.
- If **you** cancel or miss a lesson, I don't refund it. If you have already paid for your lesson, there is no charge. If you have not already paid, you will still be expected to pay for the lesson as if you had shown up. I will try to reschedule with you if possible.
- If **I** am tardy (5 minutes or more), I will deduct one whole lesson (1.0 lessons) from the next bill.
- If **you** are tardy, I will still continue the lesson, but it may be necessary to end the lesson at the usual time, regardless of the amount of time spent during the lesson.

☞ I get it! \_\_\_\_\_ (check) ☞

## 3. Parental Responsibility

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- In the case of students younger than 18, an adult responsible for the student is required to stay on the premises the entire time the student is present. This protects everyone involved and maintains everyone's reputation.
- Students and their families who come to my home are welcome to stay in the waiting area during lessons. There is a TV, DVD/VHS player, as well as books and some toys, in addition to our comfortable couch and rocking chairs. They are also welcome to stay in the piano room with their child so long as they do not interfere with the lesson.
- This policy is not in effect for students ages 18 and older.

☞ I get it! \_\_\_\_\_ (check) ☞

## 4. Supplies

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- The most important materials you can have (other than access to a keyboard or piano) is **sheet music**. You can't learn to read without reading something. You can't learn to read music without having music to read. Another very important supply is your **lesson notebook**. This serves to record what we work on during lessons, what you should practice in-between lessons, and questions that you want to ask during the lesson. Many students use it as a journal during the week to jot down what they were wondering about. Often I simply right down what we worked on and what you probably want to focus on during your practicing.

- All materials and related costs will be the responsibility of the students. However, I might provide some materials (such as sheet music or flash cards) at the cost that I pay for them. Some materials might be provided at no charge as a service to my students.

☞ I get it! \_\_\_\_\_ (check) ☞

## 5. Recitals

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- Recitals are held annually at dates to be determined each year. Recitals will usually be at the end of the school year. Only students who have been taking lessons for six (6) months or more will be invited to perform in the recital. Currently there is a \$5.00 recital fee per year.

• ☞ I get it! \_\_\_\_\_ (check) ☞

## 6. Fees and Payment

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### Rates and Fees

30-minute lesson.....	\$23.00
45-minute lesson.....	\$34.50
60-minute lesson.....	\$46.00
Materials fee, twice a year.....	\$5.00
Traveling fee, per round-trip <sup>1</sup> .....	\$5.00
Late payment fee <sup>2</sup> .....	\$5.00
Recital fee.....	\$5.00

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<sup>1</sup> The travelling fee may be waived depending on the location and schedule. Also, it is per trip, so if 3 students in the same family have their lessons on the same day, there is only one traveling fee for that day.

<sup>2</sup> Payment is due on the 10<sup>th</sup> of the month, or when lessons begin. See “Lesson Arrangements” below.

## Sample Year

If you take 4 30-minute lessons a month, and I come to your house, your annual costs might be in this ballpark:

12 months x 4 lessons x \$23.00 .....	\$1,104.00
12 months x 4 traveling fees x \$5.00 .....	\$240.00
2 x materials fee.....	\$10.00
1 x recital fee .....	\$5.00
Never being late on payment, EVER.....	\$0.00
<b>Total per year .....</b>	<b>\$1,359.00</b>

## Available Discounts

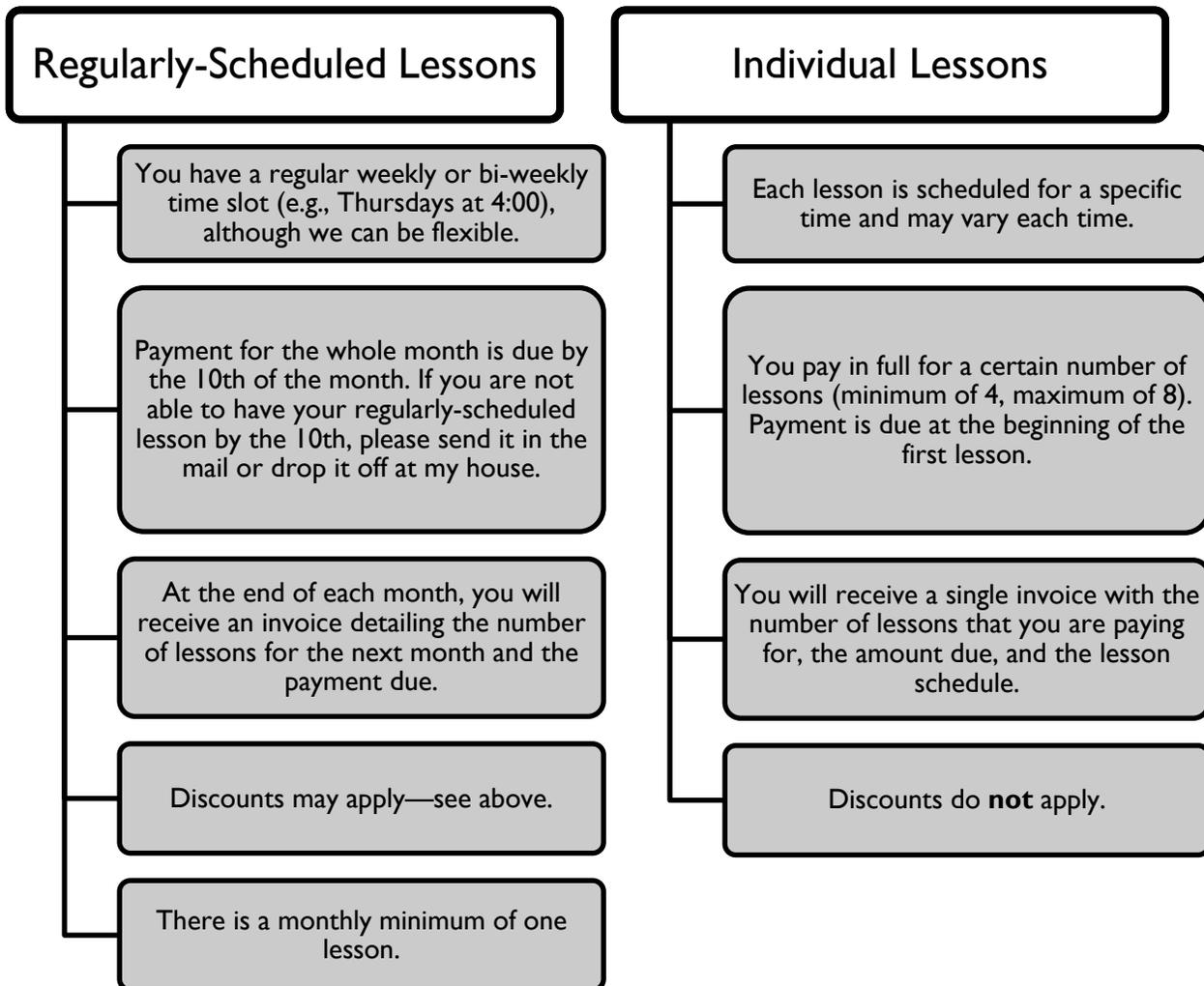
You might qualify for one of the following discounts! Currently, only **one (1)** discount may be applied per family unit. Discounts apply only to the lessons themselves, and not to other charges (such as the travel fee, or sheet music that you pay for). I am happy to discuss whether or not you qualify for any of these discounts.

Teacher (public, private, or charter)	10% off
Family (3 or more students)	10% off
U.S. Military (current)	10% off
Missionary (Evangelical Christian)	10% off

## Payment

Cash and personal checks are both accepted. You might consider also using your financial institution's bill-pay services. A receipt will be issued upon payment. Piano lessons can be arranged in two ways as described in the following chart. **Please note that "Individual Lessons" may only be arranged for adult students.**

# Lesson Arrangements



👉 I get it! \_\_\_\_\_ (check) 👈

I have read these policies, understand them, and agree to them.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_