

Julie Wang Piano Studio

Studio Policy and Agreement Form

Attendance

Students are expected to attend all scheduled lessons with a **minimum of four lessons per month**. Summer months are flexible.

Students should bring all necessary materials. **Lesson times cannot be extended for tardy students.**

If arrived early, please wait quietly outside the studio until 3 minutes before your scheduled lesson time. For optimal learning experiences, please avoid the usage of digital devices, such as watching shows, playing games, 30 minutes prior to the lesson time.

Lesson Cancellation and Rescheduling

Lessons missed due to family vacations are excused provided notification is given at the earliest notice. **In the event that the student needs to miss a lesson due to illness, please contact the teacher immediately. Lessons canceled within 24 hours, or a missed lesson will not be made-up or refunded. I will use that time or other times to plan for the student. Cancellation with a minimum of 24-hour notice and cancellation due to student's illness will receive a make-up lesson at the teacher's earliest convenience.** If lessons are missed due to mild sicknesses, students can take advantage of a video lesson.

Cancellation made by the teacher will be made-up at the earliest convenient time for both students and the teacher.

Daily Practice

The practice environment should be void of distractions. Parents of young students should help their child find the optimal daily practice time. **All students should have a daily set practice time, including a set time for theory homework.** Students should practice daily according to the written directions given by the teacher at the lesson. Recommended practice duration varies from student to student. Students are welcome to reach out during mid-week should they have questions.

Parent Participation

Parent participation for beginners can greatly support and facilitate effective practice throughout the week. However, **the teacher reserves the right to ask the parent not to attend if the parents' presence alters the quality of the lesson.** Parents are encouraged to give positive feedback for the student.

Registration Fee

An annual \$80 non-refundable registration fee covers the cost of books, recital space rental, any materials the studio provides. The cost also covers periodic group lessons, although it does not cover the cost of recital workshops. A portion of the registration fee goes to teacher's professional organization membership, training and workshop that enhances teaching quality.

Tuition covers:

- Dedicated weekly time slot for the student's one-on-one instruction that includes an individualized plan for the student's course of study.
- Development of teaching materials and progress reports
- Communication with parents (after lessons/emails/phone calls/monthly studio emails)
- Studio expenses of bookkeeping, copying, and incentive programs.

Payment

Invoice will be sent out at the end of each month for the following month. Payments are due at the first lesson of the month or the 7th of each month. Acceptable forms of payment include cash, personal checks and online zelle payments. Please do not be late! **Late fee of \$10 is charged on the 8th of each month and doubles to \$20 on the 22th of each month.** The teacher reserves the right to raise fees at the beginning of each new teaching year.

Recitals

Recitals are excellent opportunities for the students to showcase their achievements. Solo pieces must be memorized. **The**

recitals are mandatory. You are welcome to invite friends and family to our annual recitals.

Media Release

Photographs and video recordings of students performances may be posted online on the studio website. Identifying information will be excluded or limited to first names only. Parents wishing to exempt their students from any published media may do so by providing a written exclusion request.

Discontinuing Lessons

Please provide a one-month's notice in writing prior to discontinuing lessons. One additional month of tuition is due if there is no advanced notice.

Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time should a certain level of uncomfortableness arise between the teacher and student/parent, if they have unpaid tuition, repeated late payments, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

Studio Etiquette

No food or drinks are allowed around the piano. Siblings can wait quietly in the dining room. Please do not run inside the studio. If parents are present, please do not join in on the lesson activities or discipline your child unless specifically asked to by the teacher.

Personal Hygiene

Students should build up good habits such as **keeping their fingernails short and hands washed before each lesson. Precious lesson time can be wasted when students need to step aside to clip their nails.**

Agreement

By my signature below, I acknowledge that I am at least 18 years of age and I have read, understand and agree to this policy and understand that all tuition paid are non-refundable. Julie Wang retains the right to terminate lessons with any students or parent/guardian of student who displays inappropriate behaviors or who fails to respect the items outlined in the studio policy. In addition, I recognize that Julie Wang and Julie Wang Piano Studio are not responsible or liable for any injuries sustained on the studio premises or premise surroundings.

Please print your name here *

First Name Last Name

Date *



Month Day Year