

# Studio Policies and Information

---

## Registration Fee and Tuition

Each student will be charged a yearly registration fee of \$20 at the beginning of the year, which includes:

- Student notebook/workbook
- Teaching materials/resources (games, worksheets, manipulatives, etc.)
- Incentives/Prizes
- Lending Library fee

The year is divided into two terms,

**September 8<sup>th</sup>/9<sup>th</sup> – May 25<sup>th</sup>/26<sup>th</sup>** (35 lessons - \*see below for weeks with no lessons)

**June 8<sup>th</sup> – August 31<sup>th</sup>**. (7 lessons - every other week). This summer term is optional, but strongly encouraged!

**Tuition for the September-May term is \$700 per student. Summer term is \$145 per student.**  
(With an additional registration fee of \$20 for the year).

Tuition may be paid in a lump sum of **\$700** per student, at the beginning of the year (paid at the first lesson). Or, the entire school year (September - May) may be divided into nine equal monthly payments of **\$80** per student due on or before the first lesson of each month. (The lump sum option provides a slight discount). **Tuition is non-refundable. As with University tuition, piano lesson tuition is payable whether the student attends or not. \*See below for make-up lesson policy.**

## What does Tuition Cover?

Tuition not only covers the contact time spent with the student, but also the time spent in preparation for the student as well, including:

- Development of teaching materials
- An individualized plan for the student's course of study
- Teacher's training and experience
- Tuning and repairs of pianos
- Continuing education
- Studio expenses

---

## Cancelled Lessons and Makeup Lessons

Please understand that the tuition you pay reserves an *exclusive* weekly time in the schedule for your child. Unlike a doctor or a hairdresser, I cannot re-sell that time nor will I be able to create extra teaching time in which to give lessons.

# Studio Policies and Information

---

Due to the teacher's limited availability, **only 3 or fewer make-up lessons per student, per school year will be permitted.** Make-up lessons will be scheduled at three different times of the year, and will be held in the evening. The dates for these make-up lessons are December 10<sup>th</sup>/11<sup>th</sup>, March 18<sup>th</sup>/19<sup>th</sup>, and May 13<sup>th</sup>/14<sup>th</sup>. I understand that there are often unexpected situations that arrive on a day to day basis, and that lesson times may need to be altered to accommodate these situations. I will make every effort to accommodate lesson time changes within the day of your lesson (5:30 switched to 6:30, etc.), but I cannot make any guarantees that alternate lesson times will be available on your given lesson day.

**Lesson Swap:** A spreadsheet will be made and distributed with students' lesson times, names, and phone numbers. If you need to make an unexpected change to your lesson time you are more than welcome to call another student and swap lesson times. (Just let me know of the change!). Please let me know if you would rather have your phone number removed from this list.

In the unusual event that I must cancel a lesson, I will gladly reschedule a make-up lesson at the earliest possible time, or will provide a refund for the cost of the lesson if necessary.

---

## Weeks WITHOUT LESSONS

Please note that there will be **NO** lessons on the following weeks:

Winter Break: December 22<sup>nd</sup> - January 2<sup>nd</sup>

Spring Break: (Whenever your Spring Break is scheduled)

---

## Tardiness

Please be on time. If a student arrives late, they will finish only their remaining lesson time and will not go into the next student's time. Students are always invited to come five minutes early and wait for their lesson so they can ensure that they are able to utilize their full lesson time.

---

## Practice

Students are expected to get at least five days of FULL practice each week. In the event of vacations, illness, etc., students can practice extra to make up for missed practice sessions. Students are encouraged to practice *at least* 5 or more days a week for a minimum of 30 minutes or more (this time will fluctuate according to the age of each student). Students will progress much

# Studio Policies and Information

---

faster at the piano when they are maintaining a more frequent and deliberate practice schedule! Try to establish a regular routine for practicing (right before/after school, right before/after supper, etc.). This regular practice time is crucial to students' success!

---

## Materials

During the course of the year various materials are required. Each student must have the following materials provided by the parent (unless specified):

- Acoustic or Digital piano in good working order
- Metronome (strongly encouraged)
- Repertoire books (assigned by the teacher; provided by the parent)

Other music books/materials will be provided by the teacher whenever possible/necessary

---

## Music Lending Library

The lending library adds variety to student repertoire. The music available will be supplementary only. All students will still be required to provide their own method books. This library will give students access to a wide selection of pieces without the added expense of acquiring music for a one-time event. The library fee is included in the Registration Fee. Students may check the music out as often as necessary. Music must be returned in good condition. Damaged music will be replaced by the student.

---

## Terminating Lessons

The teacher may terminate lessons due to negative behavior, failure to practice, or failure to comply with studio etiquette. Terminating lessons before the end of the year (September through July) must be by mutual agreement between the teacher and parent. Any termination initiated by the parent or student requires 1 month **WRITTEN** and **PAID TUITION** notice.

Mr. Rockafellow can be reached by phone at 517-775-0280, or by email at [tyrockafellow@yahoo.com](mailto:tyrockafellow@yahoo.com)

I look forward to working with all of my students this year! I know that we will have a GREAT time of learning and making music together!

