

## Donna Henry-Master's Music Studio Registration and Policies 2022

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2243 Waterstone Blvd. Knoxville, TN 37932 (Hardin Valley)

### REGISTRATION FORM and STUDIO POLICIES for Master's Music Instruction Program:

This agreement spells out the contractual obligations and responsibilities between the Studio and the Student/Responsible Parent. It works to everyone's benefit if we clearly set out the terms and conditions under which the Studio will provide the Music Instruction Program to the Student. Therefore, all parties agree to be bound by the terms and conditions of this agreement. *While we know that unexpected events may arise that necessitate an exception to these rules, we reserve the right to determine when to grant any such exception.*

**Private Lesson Tuition for the Semester is \$ \_\_\_\_\_ paid in monthly installments for \_\_\_\_\_ lessons: \$125 for-30 minute lessons, \$250 month for 60 minute lessons, due by the 1st day of each month by check. Pay Pal may be used at the higher rate: \$130/\$260.** A down payment of first month installment is due at registration. Students may begin lessons at any time, and first installment can be prorated. No lessons will be provided unless payment is made. Your financial obligation is for the entire semester. There are No Refunds. Lessons will be weekly Sept-May except for 1 week off during Thanksgiving week, 2 weeks off at Christmas, and 1 week off Spring break mid March (dates to be announced)

**Private Flexible Adult Package \$ \_\_\_\_\_ paid up front for \_\_\_\_\_ lessons. Period from \_\_\_\_\_ to \_\_\_\_\_**

2. **Summer Lessons** are a flexible 10 lesson package. Students who continue summer lessons have priority over their time slot. Students who don't take summer lessons must register all over again. **Adult flexible packages** are available upon request any time and can be tailored to your needs. Pricing varies on particulars. Virtual Lessons are used to avoid missing lessons when you sick/contagious, out of town, or any COVID concerns.

3. **Make up Lessons/Refunds:** The studio does not give credits or refunds for lessons missed by the student. Virtual lessons are to be used for contagious illness or a first choice to avoid a cancellation. A student must give 24 hour notice of absence related to circumstance beyond their control with explanation, and if in the judgment of the studio, the student may be offered a make up lesson if a time slot is available. Absences due to planned vacations may be able to be made up with 2 weeks notice. The offering of a make up lesson will be within the complete discretion of the studio and based upon availability. There are No Refunds. Summer Flexible Packages and Adult Flexible Packages are exempt from makeup lessons

4. **Be on time/Parent Visits,** lessons will begin and end on time, not early. Please bring your materials and a lesson notebook. If you are late, you will receive the remainder of your lesson. Children are to be dropped off and picked up on time. Parents are welcome at the first lesson, and once a month for primary age students they are helping with practice at home. Siblings may be dropped off together and do quiet homework while waiting. Parents are expected to sit in on a lesson every semester to receive progress report and recommendations. Only one family at a time may be in studio during COVID concerns. Wait in your car until it's your time. Young disruptive syblings are asked to be left at home while visiting during a lesson. You may visit virtually.

5. **Cancellation: Commitment** to your reserved lesson time is expected. Same day cancellations will not be rescheduled or made up. Emergencies need an explanation by PHONE ASAP for consideration. This applies to Flexible Packages as well. Cancelling any lessons does not cancel your monthly installment that is due. Your semester obligation is still required. Since virtual lessons are available this covers most needs. If your circumstances need a different lesson time, it may be possible to switch with another student if a vacancy is available. Otherwise, the time slot you choose is your commitment for the semester just like rent. Students may request a different time slot in between semesters, based on availability.

**Student/Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*I have read this agreement of terms and conditions in full*

6. **Termination:** If a student decides for whatever reason to stop taking lessons, the studio requires 2 weeks notice before the termination. No refunds or credits will be given. Any scheduled make up lessons will be cancelled. All remaining monthly installments are due if you terminate during a semester. If you find another student to take your place, it may be possible for you to be released from your obligation at the discretion of the studio. Termination must be done in writing in an appropriate manner. You agree to leave on good terms and not to post or verbalize any negative comments to anyone.

**Student Termination can occur** if the student has excessive absences, if there is violation of this agreement, or non cooperation from student or parent. Prior to any decision to terminate the teacher will meet with the student or parent to try to resolve issues for continuation. No Refunds will be given.

6. **Materials** will be recommended for purchase online or locally. Students may start without materials but get them ASAP. Student/Parent is responsible for materials purchases.

7. **Practice Expectations/Master Classes** Students are expected to practice 5 days a week when possible. Progress is directly related to practice habits and commitment to practice. Not practicing is not a valid reason to cancel a lesson. I practice with you in the lesson. One Master Class will be offered each semester. This may serve as a makeup lesson.

8. **Flex Week:** There will be one flex week per semester built into the schedule to account for teacher absence for illness, professional development, or other. Notice will be given in advance of this. All students will get the amount of weeks of lessons committed to them in a semester minus any student cancellations exempt from make ups.

9. **Communications:** General studio announcements and communication will take place on the private Music Lesson Help page of FB. Personal communication will be limited and thru email. Phone calls to the studio should be after 7:00 pm not to disrupt lessons unless it is an emergency. Texts are not checked during lessons. Virtual lesson requests should be made the day before a lesson to avoid disruption to your lesson. All communications will be professional and productive to benefit everyone. Any inappropriate communications that violate the contract or courtesy will be dealt with accordingly. Special requests that are courteous may be entertained.

10. **Release of Liability-COVID:** The student or parent releases, covenants not to sue, discharges, defends, indemnifies, and holds the studio, it's owner, and representatives harmless of any and all claims, liabilities, actions, damages, costs, or expenses of any kind arising out of or related to the students or parent/family's exposure to COVID-19 resulting from the student's participation in music instruction or any event sponsored by the studio.

Please fill out the Registration Form completely and mail in with your payment or deliver in person at your introductory lesson.

Student Name \_\_\_\_\_ Age/Grade \_\_\_\_\_ School \_\_\_\_\_

Parent Name (if applicable) \_\_\_\_\_

Special Needs \_\_\_\_\_ Contact Email \_\_\_\_\_

Cell Ph \_\_\_\_\_ Home Ph \_\_\_\_\_ Work Ph \_\_\_\_\_

Address: \_\_\_\_\_

Lesson Time \_\_\_\_\_ Flex Student? \_\_\_\_\_ Reserved Student? \_\_\_\_\_ Fee/Paid \_\_\_\_\_ Date \_\_\_\_\_

Students/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*I agree to the terms and conditions of this agreement and understand this is binding for all parties*