

Donna Henry-Master's Music Studio Registration and Policies 2025-2026

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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 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 keep 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.*

Fee Schedule: #1 is recommended, #2 is available on a limited basis; #3 is for All during summer

1. Private Lesson Reserved Time Slot: Semester Based (best value)

\$135/mo for-30 minute lessons, \$270/mo for 60 minute lessons, due by 7:00 pm of the 1st DAY of each month by check, Zelle, or Venmo. A down payment of first month tuition 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 registration and payment reserves your chosen time lot. Your financial obligation is for a minimum of a semester Sept-Dec, Jan-May, June-Aug. There are No Refunds. A \$25 late fee will be added if you are late at all.

2. Adult Flexible Package- 8 or 10 lessons used during a semester time period- scheduled one at a time, flexible time slot and time off, renewable. (\$35/30 min, \$70/60 min) *limited availability

3. Summer Flexible Package: 6 lesson flexible package, 30 or 60 minutes (\$210, \$410) to be used flexibly and scheduled one at a time June-Aug based on our availability Virtual or in Person. Flexible packages are exempt from makeup lessons. It's assumed everyone will take summer lessons so not to regress.

4. **Be on time/Parent Visits**, lessons will begin and end on time, not early, to be courteous to the person before you. 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 occasionally as needed.

5. **Cancellation: Commitment** to YOUR reserved lesson time is expected. Same day cancellations will not be rescheduled or made up. Emergencies need an explanation for consideration. No Shows is a lost lesson. Cancelling any lesson does not cancel your monthly tuition that is due. Your semester obligation is still required. **Virtual lessons are for sickness or any reason.** Makeup lessons are based on availability and NOT guaranteed. Read how to do a virtual lesson on the studio communication page.

6. Calendar/Free Master Classes are offered each semester and performance opportunities.

Lessons are weekly except fall break mid October, Thanksgiving week, Christmas break, Spring break mid March. Master Classes are offered each semester at no additional charge. Performances will be in Dec and May TBA.

7. **Termination dates:** Give 2 weeks notice in writing prior to last lesson to avoid being charged, or prior to your package being up. No refunds or credits will be given. Any scheduled make up lessons will be cancelled. Needs or concerns that can be worked out should be discussed before terminating. You agree to leave on good terms. Be courteous, this is my livelihood to provide for my family.

8. **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.

9. **Practice:** Students are encouraged to practice 5 days a week. Progress is directly related to practice habits and commitment to practice. Not practicing is not a valid reason to cancel a lesson. Teacher guided practice with you occurs in the lesson. Students will bring a subject notebook to lessons for written practice plans.

10. **NATS** auditions and community MT audition prep is available.

11. **Communications:** General studio announcements and communication will take place on the private studio communication page on FB. It's your responsibility to stay in the loop. Personal communication is thru email or at the lesson. **Virtual lesson** requests should be made the day before or early morning of a lesson to avoid disruption to your lesson. All communications will be professional and courteous to benefit everyone. Parents are encouraged to communicate regarding their child's lessons and stay informed. Please join the studio communication FB page.

12. **Release of Liability-** 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 participation in music instruction or any event sponsored by the studio.

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

Student Name _____ Age/Grade _____ School _____

Parent Name (if applicable) _____

Special Needs _____ Prior Lessons _____

Contact Email _____

Cell Ph _____ Home Ph _____ Work Ph _____

Address: _____

Lesson Time _____ Flex Student? _____ Reserved Student? _____ Fee/Paid _____ Date _____

Students/Parent Signature _____ Date _____

Printed Name _____ Date _____

Signing states I agree to the terms and conditions of this agreement

