

**Music Studio of Joann S. Richardson**  
**Studio Policy for Youth: September 1, 2023 - August 31, 2024**

Welcome to the Music Studio of Joann S. Richardson. The student agrees to practice faithfully and attend lessons regularly. The teacher agrees to plan carefully for and work respectfully with the student. This studio operates on a year-round basis and does not take the summer off.

**FIXED MONTHLY TUITION FOR WEEKLY LESSONS IS:**

**45 minute lesson = \$182.00/month**

**60 minute lesson = \$215.00/month**

**90 minute lesson = \$322.00/month**

- Tuition remains the same each month, 12 months a year, even if the student does not attend.
- Monthly tuition anticipates 39 lessons, has been averaged over 12 months, accounts for winter and spring break periods, and allows for 5 weeks off for the student and 6 weeks off for the teacher.
- Should the student complete the anticipated 39 lessons before August 31, 2024 because all of the allocated break time has not been used, then the following options may be taken:
  - The student and/or the teacher may choose to take the rest of the time off as vacation (monthly tuition is still due because the fee has been averaged over 12 months).
  - The teacher may choose to teach some of the remaining lessons at no additional charge.
- Tuition adjustments and make-up lessons are not available for student absences in excess of 5.
- If an accounting in August indicates that the student did not receive instruction equivalent to 39 lessons because of teacher absences and there is not enough “banked time” (time that the teacher has extended the student’s previous lessons) available to account for the difference, then a tuition adjustment or make-up lessons will occur.
- There will be no refunds or tuition adjustments for early withdrawals or late enrollment.

**PAYMENT**

- Payment is due at the first lesson of the month and is non-refundable.
- Accepted payment methods are automatic monthly payment through a financial institution (preferred), personal check, and cash.
- No invoices will be sent. A late fee of \$15.00 may be assessed for tuition that arrives after the 15th of the month. Any fees for checks returned for NSF will be paid by the student/parent.

**HOLIDAYS**

- Break Periods (no lessons):
  - Winter Break: Dec. 23-Jan. 1
  - Spring Break: April 1-April 5
- Labor Day, Thanksgiving Day, New Year’s Day, Memorial Day, and Independence Day (lessons scheduled on those holidays will be rescheduled)

**INCLEMENT WEATHER — Lessons will take place online at the usual time**

- If Central Kitsap and/or your school district is closed, then the lesson will take place online.

## **LATE ARRIVALS/NO SHOWS**

- The teacher must be informed by text or phone message if a student anticipates arriving late.
- If a student arrives late for a lesson, then the lesson will still end at the scheduled time.
- Except for emergencies, if the student is more than 15 minutes late and has not notified the teacher, then the lesson is considered a no-show and will be forfeited. Forfeited lessons will count against the student's allotted 5 weeks of student leave. Forfeited lessons will not be rescheduled and no refunds will be given.

## **ABSENCES**

*Students are not allowed to come to the studio if they are sick (even with minor illness).*

- For minor illness (like a cold), the lesson will take place online.
- All absences require advance notice, except in case of sudden illness or emergency. With enough advance notice, rescheduling may be possible but cannot be guaranteed.
- Extenuating circumstances will be handled on a case-by-case basis.

## **EXTENDED LEAVE OF ABSENCE**

If the student wishes to take a break from lessons, then the student has two options:

1. Maintain the reserved lesson time-slot through continued payment of tuition; or
2. Release the reserved lesson time-slot by discontinuing payment. Re-enrollment is subject to availability.

## **LESSON OBSERVATION**

- **Parents/Guardians** are always welcome and encouraged to attend a student's lesson.
- **Siblings and Friends** who are taking lessons may wait at the studio. Siblings and friends who are not taking lessons may not wait at the studio unless they are supervised by an adult.

## **NOT INCLUDED IN TUITION ARE:**

Instructional materials, fees for participation in events outside of the studio, extra lessons, fees to replace/repair studio property that is lost or damaged by the student, teacher attendance at events that are not arranged-for through the studio or for events outside of the local Kitsap County area, additional musical services from the teacher (accompaniment, playing for weddings, etc.).

## **FEES FOR EXTRA LESSONS ARE:**

**45 minute lesson = \$56.00/per lesson**

**60 minute lesson = \$66.00/per lesson**

**90 minute lesson = \$99.00/per lesson**

## **ADJUDICATIONS, FESTIVALS, AND OTHER PERFORMANCE OPPORTUNITIES**

- Student eligibility will be determined by the teacher based on preparedness of the student.
- In order to prevent student embarrassment, the teacher reserves the right to withdraw an unprepared student from an event up to the date of the event even if the student has paid a non-refundable entry fee. No refunds are given for withdrawals.

## TERMINATION

- No refunds or tuition adjustments will be given for early termination.
- Should the time come for withdrawal from lessons, lessons will terminate at the end of the month. Two weeks notice prior to termination is required.
- Termination may be initiated by the student or the teacher. Although teacher-initiated terminations are rare, causes may include, but are not limited to, scheduling difficulties and/or the following action(s) by the student and/or the student's family: failure to abide by studio policy; non-payment or repeated late payment; uncooperative attitude during lessons; repeated lack of preparation; repeated cancellation of lessons; willfully and/or repeatedly damaging studio property; and/or treating the teacher, the teacher's family, and/or fellow students disrespectfully.

## AUTHORIZATION FOR PHOTOGRAPH AND VIDEO USE

**please indicate choice with initials (parent indicates choice, if the student is a minor)**

\_\_\_ I agree to the use of photographs and/or video recordings of the student for promotional or educational purposes by the teacher. The name of the student will not be included with the photo/video.

\_\_\_ I do not agree to the use of photographs and/or video recordings of the student for promotional or educational purposes by the teacher.

### ACCEPTANCE OF POLICY TERMS:

**I have read and agree to abide by the policies of the music studio of Joann S. Richardson.**

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(Parent or Legal Guardian's Signature)

(date)

**Required:** Emergency contact name(s), phone number(s):

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**Required: Regular contact information (address, phone numbers)**

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**Optional:** Any other information (for example: allergies; medical conditions; student's learning style)

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**Optional:** Student's birthday (I play the birthday song to the student if I know the date.)

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