

Music Studio of Joann S. Richardson
Studio Policy for Adults: September 2023 - August 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.

TUITION RATES FOR ADULT STUDENTS

To calculate tuition for a given month, multiply the tuition rate by the number of scheduled lessons in the given month.

45 minute lesson = \$56.00/per lesson

60 minute lesson = \$66.00/per lesson

90 minute lesson = \$99.00/per lesson

PAYMENT

- Payment is due at the first lesson of the month.
- Tuition is non-refundable.
- Accepted payment methods are payment through a financial institution, 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 insufficient funds will be paid by the student.

CANCELLATIONS BY THE STUDENT

Provided twenty-four (24) hours notice has been given (except in case of sudden illness or emergency), lessons will be made-up.

CANCELLATIONS BY THE TEACHER

Any lesson cancelled by the teacher will be made-up or credited.

ABSENCES/ILLNESS/TRANSPORTATION ISSUES/ONLINE LESSON SCHEDULING

Students are not allowed to come to the studio if they are sick (even with minor illness, like a cold).

- For minor illness (like a cold), the lesson will take place using an online platform at the usual time.
- All absences require a minimum of 24-hours advance notice, except in case of sudden illness or emergency.
- Provided that the teacher has received a minimum of twenty-four (24) hours advance notice of the cancellation (except in case of sudden illness or emergency), the lesson will be made-up.

LATE ARRIVALS

If a student anticipates arriving late, then the teacher should be informed by phone or text message. Please leave a message if communicating by phone. If a student arrives late for a lesson, then the lesson will still end at the scheduled time.

NO SHOWS

With the exception of emergencies, if the student is more than fifteen (15) minutes late and has not called or sent a text message to the teacher, then the lesson is considered a no-show and is therefore cancelled and forfeited. Forfeited lessons will not be rescheduled and no refunds will be given.

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.
2. Release the reserved lesson time-slot by discontinuing payment. Re-enrollment is subject to the teacher's availability.

INCLEMENT WEATHER

Lessons will still take place at the usual time using an online platform.

If the Central Kitsap School District is closed, then the studio is closed to all in-person lessons and the lesson will take place at the usual time using an online platform.

If the studio is open but travel from the student's location to the studio is unsafe, then the student will be taught remotely at the usual lesson time using an online platform.

In all cases, the student must communicate with the teacher in advance of the regularly-scheduled lesson time when changes are necessary due to inclement weather.

FEDERAL HOLIDAYS

Lessons will be held as scheduled, with the exception of Labor Day, Thanksgiving Day, New Year's Day, Memorial Day, and Independence Day (July 4). Lessons scheduled on those days will be re-scheduled.

NOT INCLUDED IN TUITION

Costs for instructional materials, fees for participation in events outside of the studio, special programs, fees to replace items borrowed from the studio that have been lost or damaged, teacher attendance at student 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, ensemble coaching, playing for weddings), and other miscellaneous expenses are not included in tuition.

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.
- No refunds or tuition adjustments will be given for early termination.
- Termination may be initiated by the student or the teacher.

- Although teacher-initiated terminations are rare, causes for teacher-initiated termination may include, but are not limited to, 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.

STUDIO CLOSURES (no lessons)

Winter Break: Dec. 23- Jan. 1

Spring Break: April 1-5

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.

(Student's Signature)

(date)

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

Required: Regular contact information (address, phone numbers)

Optional: Any other information the student feels it would be helpful for the teacher to know (for example: allergies; medical conditions)
