

# Donna Henry's Music Studio Registration and Policies 2022

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

## REGISTRATION FORM/AGREEMENT FOR PRIVATE LESSONS- Signing implies agreement

1. **Private lessons are \$123/month flat rate for-30 minute lessons, \$246/month for 60 minute lessons, due by the 1st day of each month check or cash. Paypal rates are higher: \$128/\$252. This is a semester tuition broken down into monthly installments for your convenience. You are not paying a per lesson fee.** Multiple syblings may possibly receive a discount on a case by case basis. Discounts do not carry forward year to year. Master Classes are free. Recitals TBD. This is your registration form and must be filled out. Students may start lessons at any time based on availability. Monthly installment can be prorated. Lessons are weekly and holiday weeks are off. (1 week Thanksgiving, 2 weeks Christmas, and Spring Break Mid March). Summer Lessons are a flexible package. A few Adult flexible packages may be available upon request any time and can be tailored to your needs. Pricing varies on particulars. These involve one time fee. There are no refunds. Virtual Lessons available.

2. **Be on time, 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 sit at table to read or do quiet homework while waiting for each other.

3. **Cancellations: Commitment** to your reserved lesson time is expected. Same day cancellations will not be rescheduled or made up except for emergencies involving accident, severe weather, hospitalization. Emergencies need an explanation by PHONE same day. Planned vacations- give 2 weeks notice and schedule make up lessons prior to vacation. Summer Lessons don't require make up lessons. All make up lessons based on teacher availability. Virtual lessons are encouraged to avoid missed lessons.

4. Materials will be recommended for purchase online or locally. Students may start without materials but get them ASAP. The student/parent is responsible for materials and a piano/keyboard at home. Voice students require a device for CD and online listening, and should record parts of their lessons if possible.

5. Practicing 5 days per week equivalent to the lesson time is recommended. Practice can be broken down to 15 minute segments. Practice in a quiet area free from distractions. Use your lesson notebook as a practice guide daily. Discipline and structure is encouraged for success. Parental guidance is needed for young children not yet reading fluently and in their first year. Not practicing is not a reason to miss lessons. I help you with practice strategies. Progress depends on student commitment at lessons and practicing according to recommendations.

6. Master Classes and Recitals are planned each semester based on availability of students.

7. **Two week notice in writing is required for discontinuing lessons to avoid being charged.** Your minimum commitment is for an entire semester. You are responsible for your financial obligation if you quit sooner for reasons other than major illness where you also miss school or work, with a doctor's note for extended time, or relocation. You may be released from your financial obligation if you find another student to take your place and pay it in full. You agree to use courtesy, consideration, respect in all communications and to leave on good terms.

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 \_\_\_\_\_

Contact Phone \_\_\_\_\_ Address: \_\_\_\_\_

Lesson Day/Time \_\_\_\_\_ Fee/Paid \_\_\_\_\_

Signature of Parent or Adult Student \_\_\_\_\_ Date \_\_\_\_\_

\*signing implies agreement and commitment to the above