

# Donna Henry-Master's Music Studio Registration and Policies 2023-2024

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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.*

### Private Lesson Reserved Time Slot: Semester Based

**\$130/mo for 30 minute lessons, \$260/mo for 60 minute lessons, due by midnight of the 1<sup>st</sup> 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 time lot. Your financial obligation is for a minimum of an entire semester- 5 months. There are No Refunds. A \$25 late fee will be added if you are late at all.

**Calendar:** Lessons will be weekly Sept-May EXCEPT Fall Break Oct 9-13, Thanksgiving Nov 20-24, Christmas Dec 21-Jan 2, and Spring break March 11-15. Updated registration form occurs for everyone every year at the start of the fall semester.

**Adult Flexible Package:** 6 lesson flexible package, 30 or 60 minutes (\$210 or \$410) to be used flexibly and scheduled one at a time based on availability. Time line of use is Sept 5-Dec 20, Jan 3-May 23, or Summer June-August. Student may renew package or switch to semester based student plan Sept-May.

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 as 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. Summer Flexible Packages and any flexible package is 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 occasionally as needed. Siblings may be dropped off together and do quiet homework while waiting. Only one family at a time may be in the studio. 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. Please discuss any special requests.

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. Cancelling any lessons does not cancel your monthly tuition 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 if a vacancy is available. Otherwise, the time slot you choose is your commitment for the semester just like rent.

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

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

*I have read and agree to honor this agreement*

6. **Termination:** Termination can only occur in between semesters with 2 weeks notice in writing prior, 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. If you find another student to take your place, it may be possible for you to be released from your obligation earlier at the discretion of the studio. Needs or concerns that can be worked out should be discussed before terminating. You agree to leave on good terms and not to post or verbalize any negative comments to anyone.

7. **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.

8. **Practice Expectations** Students are encouraged to practice 5 days a week for steady progress. 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.

9. A peer master class will be offered each semester Sept-May to offset holidays off. NATS auditions and competitions are available to certain age groups but prep and requirements are involved. Ask if interested.

10. **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 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.

11. **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 \_\_\_\_\_ 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 \_\_\_\_\_

*I agree to the terms and conditions of this agreement*















