

## Studio Policy for the Carney Piano Studio

### General:

- This studio policy is in effect from the date in which it is signed and remains in effect until lessons are discontinued as outlined below or until a new policy is created by Dr. Carney (in which case the student could discontinue lessons if the new terms are not acceptable).
- Students are expected to practice and may be dropped from the studio if adequate practice time is not consistently maintained.
- To ensure adequate preparation and consistency, students are generally not allowed to take piano lessons from another teacher while studying with Dr. Carney. Additionally, participation in some performances (such as contests and festivals) must be approved by Dr. Carney. Other performances (such as talent shows and less formal appearances) do not need Dr. Carney's approval.
- Dr. Carney reserves the right to drop a student from his schedule at any time and for any reason. If the student had paid for lessons originally scheduled to take place after the date the student had been notified of the drop, those forthcoming lessons would be refunded (excluding make up lessons). Any lessons not taught before the date in which Dr. Carney notified the student of the drop (for any reason except if Dr. Carney had rescheduled the lesson), must still be paid for.
- New students must complete a registration form with current contact information. Students must also keep their contact information updated.

### Tuition and Fees:

- The rates for the duration of this studio policy are: \$40 for each 45-minute lesson and \$50 for each 60-minute lesson. Additional time may be requested at the rate of \$50/hour.
- Registered students must pay for weekly lessons on a continuing basis. Exceptions are described under "Lesson Calendar" below.
- Tuition is paid monthly, and the amount due each month is determined by how many lessons will be taught during the month.
- Monthly tuition is due at the first lesson of each month. If tuition is not paid in full at the time of the first lesson of the month, a \$15 late fee must be paid. If you miss the first lesson of any month, payment must be mailed and received before the second lesson of the month to avoid the \$15 late fee.
- If you decide to discontinue lessons, you must provide at least a TWO WEEK WRITTEN NOTICE. In this case, you are financially responsible for the two lessons after notification of your intent to drop.
- If a check bounces, there is a \$25 fee (\$10 bank fee plus \$15 late fee), and all future payments must be made in cash.
- Students are also required to purchase their own music and other miscellaneous items as needed. Copyright infringement is strictly prohibited. Additional fees apply to extra activities (such as contests and festivals).

### Lesson Calendar:

- Each year, lessons will NOT be offered during the week of Thanksgiving and for either two or three weeks around Christmas. Students are therefore not obligated to pay for this time.
- Students are required to either attend or reschedule lessons on any other Holidays.
- **SUMMER LESSONS.** During the summer, students must pay for a minimum of 3 lessons in June, 3 lessons in July, and 4 lessons in August. Summer lessons may be scheduled at a time different than the normal lesson. Dr. Carney reserves the right to block out two weeks during the summer for personal vacation. In that case, students need to find time outside of those two weeks for lessons. Students not enrolled in summer lessons must drop out of the studio and be placed on a waiting list until the fall.
- **MISSED LESSONS** will be made up at Dr. Carney's discretion. Your scheduled lesson time has been reserved for you, and that is the time you are obligated to use. Contacting Dr. Carney in advance is the best way to handle unavoidable, last-minute absences (illness, etc.), but even in the case of an emergency, **MAKE UP LESSONS ARE NOT GUARANTEED.**
- **RESCHEDULING LESSONS** may be possible in certain circumstances – though this option is not guaranteed. Similarly, Dr. Carney expects students to reciprocate the act of rescheduling: if he asks to reschedule a lesson, students should attempt to do so. Rescheduling should be done at least one week in advance in order to find the best time. If you cannot make your regular lesson time and cannot make one of the alternate lesson times Dr. Carney might offer, you still must pay for your lesson time.
- If Dr. Carney needs to reschedule a lesson, he will always provide you with as much notice as possible (sudden illness however makes advance notice more difficult). If an alternate lesson time cannot be agreed upon, you may skip that week's lesson without paying for the lesson. If the lesson had been paid for, you may request a refund or a credit to the next month's tuition.

By signing below you acknowledge that you have read and agreed to the above policies:

Signature: \_\_\_\_\_ date: \_\_\_\_\_