



Spotlight Piano School Policy

PRACTICING

Students of our school are encouraged to set daily and weekly goals, take small steps, be mindful, be consistent, and be patient. Very young students may practice 15 minutes, and if possible, practice a few times throughout the day. Parental involvement is essential at this age. Older students usually will work around a minimum of 30 minutes of practice per day.

RECITALS, THEORY TESTS, EVENTS

Each year, there will be two mandatory public recitals for our students. The performance pieces are expected to be memorized and well-prepared. All qualifying students of the piano school will be asked to take the TMTA state theory test. There will be many other events including Zoom performances, workshops, lectures, competitions, concerts, etc.. students are strongly encouraged to take part and enjoy music as a part of their lives.

TUITION PAYMENTS

Billing occurs quarterly with tuition due date set to be **ONE** week prior to the upcoming quarter. To reserve the enrollment spot for a student of Spotlight Piano School, the number of **minimum required lessons** per quarter must be fulfilled, no refund is given if a student decides not to come to a prepaid lesson (see refund policy).

1st Quarter (Jan-Mar): **13** lessons

2nd Quarter (Apr-Jun): **13** lessons

3rd Quarter (Jul-Sep): **10** lessons

4th Quarter (Oct-Dec): **11** lessons

Additional lessons and all other activities/fees will be billed as they occur.

Tuition will be prorated if the student enrolls in the middle of a quarter, in that case, payment is due upon reservation of the time slot for the remaining quarter. All invoices will be sent electronically.

POLICY ON MISSED LESSONS

Missed lessons create inconsistency in a student's learning habit, to avoid frustrating setbacks, please make a firm commitment to come to scheduled lessons. Our committed, professional instructors have tight schedules and require a **three-day** notice for any absences, except for emergencies. In the case of **last minute cancellation, no call, no show, or excessive absences, there will not be a make-up lesson or a refund for that particular lesson.**

EARLY TERMINATIONS and REFUND POLICY

Please submit a written notification to Dr. Ying Zhang ONE MONTH in advance if a student wishes to withdraw from lessons. Given this appropriate notice, the remainder of the student's tuition will be refunded.

Dr. Ying Zhang and her instructors reserve the right to terminate or refuse providing lessons to any student. In such rare cases refund for unused lessons will be given.

Liability Waiver

Neither Dr. Ying Zhang nor her instructors shall be liable for any injuries, damages, or loss that may have resulted by reason of voluntary participation in lesson activities.

Permission for Media Release

Spotlight Piano School request permission to allow the student's name, image, audio, or video to be used for any media release that is in part or fully associated with the school. If you do not wish to give permission to this media release, please send in a signed letter request at the time of enrollment.

I hereby acknowledge that I have read, understand and agree to the terms of this document relating to the policy of Spotlight Piano School.

Print Full Name of the Student: _____

Print Full Name of the Parent/Guardian: _____

Signature of Parent/Guardian: _____

Today's Date: _____