



Spotlight Piano School Policy

Practicing

Students are encouraged to schedule regular, thoughtful practice by setting daily and weekly goals and building consistent habits step by step with patience. To support this growth, students should ideally have an **acoustic piano** at home, as it provides the strongest foundation for musical development. For families starting with a keyboard, we recommend one with 88 weighted keys, which best replicates the feel of a piano and allows for a smoother transition to an acoustic instrument later on.

Recitals, TMTA Affiliate, and Events

Each year there are two mandatory public recitals, where students must perform well-prepared, memorized pieces. Every school-aged student must register as a Student Affiliate Member of TMTA through our school, which provides access to the TMTA State Theory Test and other TMTA events. In addition to these requirements, students are strongly encouraged to take part in additional opportunities such as workshops, lectures, competitions, concerts, and monthly volunteer performances as part of their overall musical growth.

Books and Materials

Books and materials are an important part of each student's progress. Families are responsible for purchasing these items as needed. If it is more convenient for the school to order materials on your behalf, we are happy to do so, and the cost will be added to your account for reimbursement.

Tuition and Billing

Tuition is based on **46** lessons per year (out of 52 weeks), divided into two semesters:

Semester 1: January – June
Semester 2: July – December

The 2026 holiday calendar is as follows:

New Year's Day: **Jan 1**

Spring Break: **Mar 9–15**

Summer Break: 2 weeks *

Fall Break: **Oct 12–18**

Thanksgiving Break: **Nov 23–29**

Christmas Break: **Dec 21–27**

These breaks are already built into the annual schedule.

The school schedule includes two weeks off during the summer months. Families who wish to take more than two weeks off in the summer may use breaks from other scheduled holidays (such as Spring Break or Fall Break) toward their absence. At the teacher's discretion, additional lessons may be made up if possible, but make-ups are not guaranteed. Families are expected to coordinate summer absences with the teacher **well in advance, ideally at the time vacation plans are made.*

Tuition is calculated on the basis of the full year's program and then divided into **four equal installments**. Payments are due one week before the start of January, April, July, and October. Invoices may also include recital, competition, or special event fees when applicable. All invoices are issued through our online billing system. Payments may be made by Zelle (preferred: info@spotlightpianoschool.com), credit card (a convenience fee of 2.9% plus \$0.10 applies), or cash. New students who begin mid-semester will have tuition prorated based on the number of lessons remaining that year.

Missed Lessons and Make-Ups

- At least **one week's notice** is required to reschedule any planned absences.
- If a teacher must cancel, a substitute will be provided or a make-up will be scheduled.
- **No-call/no-show and last-minute cancellations** will not be rescheduled or refunded.
- Occasional make-ups may be possible, but repeated requests (**more than 3 per semester**) cannot be guaranteed due to limited teacher availability.
- Make-up options may include: using scheduled breaks, scheduling an online lesson, or extending a future lesson.
- Make-ups must be used within **three months** of the original absence.

Illness or Emergency

- For the well-being of all students and teachers, **students who are sick should not attend in-person lessons**. If the teacher is notified in advance, a make-up may be offered online or at another agreed-upon time. If a student arrives visibly ill and must be sent home, the lesson will not take place and will not be made up.
- Genuine emergencies (sudden illness, accidents, family emergencies) will be handled with understanding at the teacher's discretion.

Early Termination

A **30-day written notice** is required for withdrawal. Tuition refunds, if applicable, are calculated starting from the 30th day after notice is received. TMTA, recital, and event fees are non-refundable. Spotlight Piano School reserves the right to discontinue lessons with any student. In such cases, unused tuition will be refunded.

Liability Waiver

Dr. Ying Zhang and all Spotlight Piano School instructors are not liable for injuries, damages, or losses that may occur during lesson participation.

Media Release

Spotlight Piano School may use students' names, photos, videos, or audio for educational or promotional purposes. Families who do not grant permission must submit a signed letter at enrollment.

Acknowledgement

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: _____