



Spotlight Piano School Policy

Practice Expectations

Consistent practice is essential for steady musical progress. Students are expected to maintain regular weekly practice and work toward goals assigned during lessons.

An acoustic piano is strongly recommended for proper technical development. If using a digital instrument, an 88-key weighted keyboard is required.

Recitals, TMTA Affiliate Membership, and Musical Events

Spotlight Piano School values performance excellence and comprehensive musicianship. Two public recitals per year are required for all school-aged students, and repertoire must be well-prepared and memorized.

All school-aged students must register annually as a TMTA (Texas Music Teachers Association) Student Affiliate Member through the school to participate in the State Theory Test and related events.

Students are encouraged to take part in workshops, competitions, concerts, masterclasses, and volunteer performances as part of their overall musical development.

Books and Materials

Students are responsible for purchasing required books and materials in a timely manner. If preferred, Spotlight Piano School may order materials on your behalf, and the cost will be added to your account for reimbursement.

Tuition and Billing

Tuition is billed quarterly in advance and covers the minimum number of scheduled lessons for the quarter.

Quarterly lesson counts are:

- **Q1 (January–March): 13 lessons**
- **Q2 (April–June): 13 lessons**
- **Q3 (July–September): 10 lessons**
- **Q4 (October–December): 11 lessons**

A non-refundable \$50 registration fee is required at initial enrollment. Students continue their enrollment by submitting payment for the upcoming quarter by the due date. If a student withdraws or does not continue into a new quarter and later returns, a new registration fee will apply.

Quarterly tuition is required in full and is not reduced for missed lessons.

Missed Lessons and Make-Ups

Two weeks' notice is required for planned absences. Lessons missed without proper notice are forfeited and are not eligible for make-up.

When proper notice is given, one make-up lesson may be scheduled to replace the missed lesson, subject to teacher availability. Make-up lessons must be completed within three months of the original absence. Repeated cancellations may limit available make-up options, and make-ups are not guaranteed in such cases.

If a teacher must cancel a lesson, the lesson will be made up or a qualified substitute will be provided.

Make-up options may include:

- Scheduling an online lesson
- Extending a future lesson
- Scheduling an alternate time based on teacher availability
- Attending a designated make-up session with a substitute teacher

Illness and Emergencies

For the well-being of all students and instructors, students who are ill should not attend in-person lessons. With advance notice, an online lesson or alternate time may be arranged.

In cases of genuine and unavoidable emergencies — such as sudden illness, accidents, or family emergencies — a make-up lesson will be provided at the teacher's discretion.

If a student arrives visibly ill and must be sent home, the lesson will not be rescheduled.

Early Termination

A 30-day written notice is required for withdrawal. Tuition refunds, if applicable, will be calculated beginning 30 days from the date written notice is received. TMTA membership fees, recital fees, and event fees are non-refundable.

Spotlight Piano School reserves the right to discontinue lessons with any student. In such cases, unused prepaid 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 lessons or school-sponsored activities.

Media Release

Spotlight Piano School may use students' names, photographs, video recordings, or audio recordings for educational or promotional purposes, including website, social media, and printed materials. Families who do not grant permission must submit written notice at the time of enrollment.