

# Private Studio Policy

Violin • Viola • Piano  
(updated September, 2024)

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**In order to retain their place in the studio, parents (or students, if older than 18), must carefully read, sign, and return this Private Studio Policy to the instructor. Parents and students are required to abide by the terms and conditions laid out in this Private Studio Policy throughout the duration of lessons. After the circulation of this policy among students and parents, lessons will only commence/resume after the this Private Studio Policy is signed and returned to the instructor. Failure to abide by the conditions laid out in this document may lead to the discontinuation of lessons at the instructor's discretion.**

## 1. Location of lessons:

Burman University  
6730 University Drive  
Lacombe, AB T4L 2E5  
West Hall, Room 205

## **2. Lesson payments:**

### 2.1. Methods accepted:

- E-transfer (preferred). Please use: eduardosola@burmanu.ca
- Cash
- Cheque

### 2.2. Payments should be made on [and no later than] the last lesson of the month.

### 2.3. Payments will involve the lessons taught/had during that month, including missed lessons without timely cancellation or excused absence (please see sections below for cancellation policy).

### 2.4. Payments should be made on time, with some room for flexibility at the instructor's discretion.

### 2.5. Payment fees and rates are discussed and agreed upon between the instructor and the student/parent.

### 2.6. Late payments will undergo a 10% late-fee increase every week thereafter.

### 2.7. There are no refunds for paid lessons, as payments are not made in advance but calculated on the basis of lessons taught/had.

### 2.8. The instructor shall provide an invoice and/or receipt (monthly) upon request.

### 2.9. The revised lesson fee is as follows:

60-minute lesson: \$70

45-minute lesson: \$52

30-minute lesson: \$35

(For more information on cancellations, make-up lessons, and other logistics affecting fee payments, please see the sections below.)

## **3. General lesson policies:**

### 3.1. Arrival:

3.1.1. Students should arrive shortly prior to the appointed lesson time and wait outside the office until called in by the instructor.

3.1.2. If, at the time of their lesson, the previous lesson has not yet ended, students are encouraged to knock or, if the door is open, come in and begin unpacking quietly.

3.1.3. Students are discouraged from coming into the room without knocking before their lesson time, unless invited in by the instructor, as other university-related office-work or other lessons may be in place at that time.

### 3.2. Parents's participation:

3.2.1. Parents are welcome to attend lessons and listen, if they wish, by coming into the room during the lesson.

3.2.2. Parents can also wait outside, if they wish, by using the waiting room and the chairs provided. The two large windows overlooking the hallway are always open and parents are welcome to watch/ listen from the hallway, if they wish to stay outside.

3.2.3. The doors are always unlocked and parents may come in and out as needed, in a manner that does not disrupt the flow of the lesson.

3.2.4. Parents are welcome to ask questions throughout the lesson in an appropriate manner that does not interfere with the lesson flow.

3.2.5. Parents are discouraged from interfering with the flow of the lesson by interjecting or interrupting the instructor. The teacher requests that communication between parent and child remain as limited as possible during the lesson to facilitate focus.

3.2.6. Parents are encouraged to come to their kids' lessons and assist with practice at home, especially with students who are 10 years old and younger or students who are at the beginning stages of their training.

3.2.7. Siblings are welcome to attend the lesson, provided they do not distract the student involved or interfere with the flow of the lesson.

### 3.3. Cancellations:

#### 3.3.1. Instructor-initiated cancellations:

3.3.1.1. The instructor shall, to the best of his ability, abide by the agreed upon lesson schedule and expects the same from students and parents.

3.3.1.2. The instructor may cancel any lesson at any given time as he deems necessary. Due to the nature of the instructor's schedule, cancellation notice may vary and be given less than 24 in advance.

3.3.1.3. Despite the time or reason of cancellation, lessons canceled by the instructor will not be charged.

3.3.1.4. In the unlikely event that the instructor cannot attend the lesson without notice, the lesson will not be charged and the instructor will offer one (1) lesson free of charge as a make-up for the missed lesson, so as to honour the student/parent's commitment to attendance, the time spent driving, etc.

### 3.3.2. Student- or parent-initiated cancellations:

3.3.2.1. Student- or parent-initiated cancellations must take place within at least 24-hour notice.

3.3.2.2. If student- or parent-initiated cancellations are made within 24-hour notice, the lesson will not be charged by the instructor and may be rescheduled, if the instructor's schedule permits.

3.3.2.3. If, on the other hand, student- or parent-initiated cancellations are made within less than 24-hour notice, the lesson will be charged by the instructor. The instructor will not reschedule or make up for this lesson.

3.3.2.4. The instructor will consider exceptions to policies 3.3.2.1. and 3.3.2.3., at his discretion, depending on the reason for cancellation. Reasons for consideration include, but are not limited to, illness, extreme weather, driving conditions, etc. If an exception is made, the lesson will not be charged regardless of the time of cancellation.

3.3.2.5. If the student simply does not show up for a scheduled lesson, the lesson will be charged.

### 3.4. Rescheduled lessons:

3.4.1. The instructor may or may not be able to offer a rescheduled lesson on the same week of a cancellation or on the following week.

3.4.2. All policies related to regular lessons also apply to rescheduled lessons.

### 3.5. Practicing:

3.5.1. Students are expected to practice six (6) days a week, for at least the same duration as their lesson time each of the six (6) days. For best results, follow the general suggestions below.

Beginners – end of Suzuki Book 1: 15 to 30 mins, 6 days a week

Books 2 and 3: 30 to 45 mins, 6 days a week

Books 4 and 5: 1 to 1 ½ hours, 6 days a week

Book 6 and above (grades 8 – 10 RCM): 1 ½ to 2 hours, 6 days a week

3.5.2. Students who practice less than 4 days a week for more than two weeks in a row will be placed on a one-month probation and may be asked to relinquish their spot in the studio to a family on the waiting list if their practice habits have not improved by the end of the probationary period.

3.5.3. Parents are expected to positively encourage practice, dedication, and perseverance; to provide a quiet space for practicing and to assist the student as needed or as instructed by the teacher.

3.5.4. The instructor, in some cases, may keep detailed lesson notes to help with the organization of practice time. Every week, students and parents are expected to check lesson notes as shared with them through a Google Folder. The instructor will share the Google Folder link to students and parents. Alternatively, lesson notes can be kept on a hard-copy notebook that the student brings to the lesson every week.

### 3.6. Unpreparedness at lessons:

3.6.1. When a student has not practiced or prepared for a lesson to a point at which further instruction is not feasible, the instructor may ask the student to use the lesson time to practice, so as to best utilize that time. In this case, the instructor may also utilize this time to complete other office-work quietly while the student practices. This lesson will be charged in full.

3.6.2. When students are asked to practice during a lesson due to unpreparedness, they (or their parents) may choose to end that lesson. This lesson will be charged in full despite its duration. The instructor will not reschedule this lesson.

3.6.3. When students forget their books or materials, the instructor will do his best to still conduct the lesson based on music and materials for which he may have a copy in the office. Printing of a few pages can also be arranged, when necessary. This adaptation is at the instructor's discretion, however. If the student forgets several books or instruction is hindered in any way, the instructor

may shorten the lesson at his discretion and according to need. This lesson will be charged in full despite its duration. The instructor will not reschedule this lesson.

### 3.7. Illness

3.7.1. Students are discouraged from coming to lessons when they are feeling unwell.

3.7.2. The instructor will work with students/parents to manage cancellations or reschedule lessons accordingly whenever they require exceptions to the cancellation policies, as per Section 3.3.

### 3.8. Interruption/suspension of lessons:

3.8.1. Students and parents can at any time and for any reason choose to interrupt or suspend lessons.

## **4. Recitals**

4.1. The instructor may organize studio recitals throughout the year. Usually these take place at the end of the Burman University's Fall Term (early December) and Winter Term (late April or early May)

4.2. Participation in recitals is voluntary.

4.3. Participation in recitals is strongly encouraged by the instructor.

## **5. Holidays, vacations and summer break**

5.1. The annual teaching period for this private studio is relatively concurrent with the instructor's teaching appointment at Burman University, elapsing in two terms: Fall Term (September to December) and Winter Term (January to early May).

5.2. The instructor normally takes a break from private teaching during the Christmas holiday season and summer months (May/June to August).

5.3. Summer lessons can be arranged within an alternative schedule discussed between the student/parent and the instructor. Although the policies laid out in there present policy also apply to summer lessons, the frequency, scheduling, and other logistics may vary according to specific arrangements agreed upon by the student/parent and the instructor.

5.4. There are no lessons on statutory holidays. The instructor may not be able to reschedule a lesson that falls on a statutory holiday.



I, \_\_\_\_\_ (please print), hereby confirm that I have read and agree with the terms, conditions, and policies outlined in this document. I am:

- ☐ The parent of \_\_\_\_\_
- ☐ The student (if over 18 years of age)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)