



Holland Hargrove Music School

4219 Lavender Lane

Bowie, MD 20720

(703) 407-6084

E-mail: info@hhmusicsschool.com

www.hollandhargrovemusic.com

To All Students and Parents:

Thank you so much for choosing Holland Hargrove Music School for your music education. We look forward to working with you to reach your full music mastery. This package describes all operating procedures of Holland Hargrove Music School. Please take the time to read this document, as it will provide some helpful information about the Music School. At the end is a contract and information sheet. Please fill them out, and provide them via email to your instructor and/or myself (holland@hhmusicsschool.com) by the first lesson. Returning students do not need to provide an information sheet. Together, we will have you or your child playing the piano and/or guitar with great proficiency. That's right for the Summer/Fall 2022 we have grown to hire an additional keyboard/piano teacher, and have also hired two guitar teachers so that we can offer guitar lessons. In Fall 2022, we will be adding Trumpet lessons as well. We want to thank our new teachers, and welcome them aboard. Their names are the following: Simone Edwards (keyboard/piano instructor), Jonathan Beckom (guitar/bass instructor), and James S. Terrell (Guitar Instructor). The trumpet instructor will be announced at a later date closer to

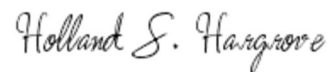
Enclosed please find one copy of the Contract and Policy Statement for piano and guitar lessons for the Summer and Fall 2022 Sessions. Holland Hargrove Music School offers piano and guitar lessons both in-person as well as online. Requirements for all lessons will be provided in this module and further discussed at the student's consultation. **The session begins on Saturday, June 05, 2022, and will end on December 10, 2022. There will be a month-long break in August from August 6, 2022 – September 3, 2022. The Summer session will therefore be June 4, 2022 – July 30, 2022. The Fall session will be September 10, 2022 – December 10, 2022. Lessons are 30 minutes long, and will be held on a set date and time of each week discussed at the Consultation between the student and**

instructor. For this Session, payment will be due at each lesson. There will not be a pay-up-front option, unless otherwise discussed with the Instructor. **Initial consultations** will be conducted during the week of May 30, 2022 **for all new students**, unless the student has already had one, or a different arrangement has been discussed prior. All times are in Eastern Standard Time.

Students must have or have access to a keyboard, acoustic piano, or an acoustic guitar (for guitar students) to practice daily. Other requirements are further described in this guide, and additional aids will be discussed during the consultation.

Progress and level are determined individually depending on the student. Level will be determined at the Initial Consultation or first lesson, based on the student's musical knowledge and ability. If there are any questions at any time regarding the student's progress, please feel free to contact me immediately. We look forward to a rewarding Spring of music with all students.

Sincerely,

A handwritten signature in cursive script that reads "Holland S. Hargrove".

Holland S. Hargrove

Piano/Keyboard Teacher

Owner, Holland Hargrove Music School

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CONTRACT AND POLICY STATEMENT

Summer/Fall 2022 (June 4, 2022 – December 10, 2022)

Tuition: Please note the following tuition pricing for piano lessons at Holland Hargrove Music School for the Summer and Fall Session of 2022 is \$35 per lesson if you have Mr. Holland Hargrove as the instructor. If you are instructed by one of our other illustrious instructors, lessons are \$50 per lesson. All lessons are 30 minutes in duration, and are provided weekly. Payment is due by the end of each lesson. Late payments will require a 10% (not \$10.00) late fee on the balance owed.

Please pay each teacher directly according to the payment method discussed with them. For payment directly to Holland Hargrove, please make checks payable to Holland Hargrove Music School. Holland Hargrove Music School also accepts cash, CashApp (\$HollandHargrove) Venmo (@Holland-Hargrove), or Paypal. Checks returned for insufficient funds are subject to a \$35.00 penalty fee. The student (or parent/guardian) is responsible for all lessons for which he/she has registered. Make payment directly to the other instructors of Holland Hargrove Music School through whichever medium they discuss with you.

Cancellations

1. A 24-hour notification to cancel a lesson is required for each student. This will give us an opportunity to fulfill other musical and personal commitments..
2. In order that each student can grow and develop musically to their potential, presence at lessons is strongly encouraged.
3. The teacher will make every effort not to cancel lessons, however if the teacher has to cancel, he or she will let every student or parent know at least twenty-four hours prior to the lesson. Make-up lessons will be attempted in the case of teacher cancellation, but are not guarantee.

Materials Required

1. Students must have an acoustic piano, a full-size electric keyboard, or an acoustic guitar (for guitar students) or access to one of them for daily practice. Students who do not have access to one of these respective instruments will not be accepted for piano lessons. If you do not want to

purchase a used piano, keyboard, or guitar, please consider renting one. Ask your instructor for suggestions about where to obtain these instruments.

2. A notebook and pen to be brought to every lesson in order to record what was discussed in the lesson, and record the homework for the next session.
3. A metronome is a useful tool and should be used when practicing. It can be downloaded free of charge as an App on your mobile device.
4. A Musical Terms Dictionary/Manual will be helpful when practicing. Your Instructor will help the student to develop this.
5. Online students need access to an email address and the Zoom client.
6. Online Students will need an internet connection speed of at least 100 mbps.
7. Online students will need access to two camera devices that can connect with the Zoom Client, along with an audio device (one of the camera devices can have audio capabilities). Along with the devices, Online students should have some kind of stand to hold their device, and capture them at different angles. These types of stands run approximately \$30. Further discussion of this type of stand will be had at the initial consultation. If using a separate microphone, suggested Microphone devices are the following:

-Turtle Beach – Stream Mic for Xbox One, Playstation 4 and PC; or

-Yeti Stereo Microphone

We will test the electrical devices to insure proper functioning during the consultation if taking lessons online.

Materials Fee

The teacher will determine what music is appropriate for each student according to the student's progress. It is up to the student or parent to obtain the recommended music/materials. In some cases, the teacher can purchase these materials, however if the teacher purchases sheet music or any other materials (such as musical flash cards, music books, recordings, etc.) for the student to use and keep in his/her repertoire, parents/students will be billed for the music or materials payable by the first of the following month.

Students can borrow music from the teacher's library if the teacher feels the assigned music and/or method is necessary to cover a particular technical need. The teacher may also ask the students or parents to download free helpful apps to their devices that will aid in learning the material.

Understanding the Modules

A Module Guide for piano/keyboard is attached to this package, explaining in General what is covered in each Module. Please do not understand this as the exact format that we will absolutely follow as that will be determined totally by student progress and success, and teacher's discretion, but rather it is a guide as to the general topics covered in each module and what we would hope the student to have knowledge of when they complete the particular module at a certain level. It is entirely possible that we may not fully cover every topic in each module. Modules could last more than one lesson. Once again, though, this determination is all up to the progress and aptitude of each student, and the teacher's

discretion. For guitar students, the teacher will discuss a general curriculum with you at your initial consultation.

Individual Student Schedule

Please adhere to the agreed upon times discussed with your teacher, and plan your schedule accordingly. Please also note the start dates and end dates for the Summer and Spring Sessions of Holland Hargrove Music School.

Practice Requirements

In order to give full value to the student's lesson time, progress reports will be issued on an individual basis. However, since piano practice is such an important part of the musical growth, parental support in the student's musical development (if a child) is needed. The following guidelines for practice are required:

1. A minimum of 120 minutes a week -- Beginners
2. A minimum of 200 minutes a week -- Intermediate
3. A minimum of 250 minutes a week – Advanced

Withdrawal, Refunds, Dismissal & Cancellation

1. The teacher reserves the right to dismiss any student because of frequent absences, constant lack of practice, disciplinary problems, overdue payments and/or parental non-compliance with policy. Students dismissed will not receive refunds. If a student decides to withdraw, please provide the teacher with at least a week's worth of notice.

Tuition Statement & Agreement

Spring 2022

Student: _____

Teacher: _____

Level (Beginner, Intermediate, Advanced): _____

Dates: _____

Discussed Lesson Time: _____

Method of payment (choose one) Check__ Cash__ Electronic__

Payment Rate/Fee (per lesson): \$ _____

I have read the policy statement and agree to the terms, conditions and fees listed above for the Summer/Fall 2022 Session.

Signature _____ Date _____

(Parent or Guardian)

Signature _____ Date _____

(Adult Student)

Teacher _____ Date _____

Please return one copy to Instructor and maintain one for your records

