**The Music Staff’s 2019-2020 Policy for Private Lessons**

**4008 Grant Court, Chesapeake, VA 23321 757-647-0316 email lessons@TheMusicStaff.com**

**School Term September 5, 2019 – June 12, 2020**

**Summer Session June 24 – August 21, 2020 (Wednesday – Friday)**

**LESSONS**

* **Commitment** is for the entire year. Stopping prior to the end of the term requires 4 weeks notice.
* **Make-ups** (illness, school activities, family trips) are at **teacher’s discretion with 24 hours notice**.
* **Piano Performance Classes** are scheduled fall and spring in lieu of that week’s private lesson.
* **Refunds or credit** are not given for missed lessons.

**CONSISTENT PRACTICE**

* **Parents** are responsible for encouraging and overseeing home practice.
* Students should strive to **practice 6 days a week**. Lesson day may count as one day of practice.
* A **Weekly** **Practice Log** is recommended for accountability.

**iPAD APPS & WEBSITES**

* Please refer to “**Play & Learn**” section under “**Student**s” at ***www****.****TheMusicStaff.co****m* for apps and websites

to reinforce music theory, sight reading and music appreciation.

* Parents should assist in making these available for use at home.

**RECITALS and AUDITIONS**

*Each recital is a learning experience, therefore students and families should always plan to stay for the entire event!*

* **TMS sponsored recitals** are scheduled for October, February and May.
* **TMTF Student Recitals** are held fall and winter for students level 4 and higher.
* **TMTF Play-A-Thon** is a music scholarship fund-raiser held in December and offers a performance opportunity.
* **TMTF Levels of Progress** in March is an evaluation for students of all ages and abilities.
* Additional **TMTF** and **VMTA** events are encouraged when appropriate for students.
* **Piano Guild Auditions** in May is another assessment of students’ progress and beneficial for all ages and levels.

**TUITION**

* **Annual tuition** is divided into 10 monthly installments (September – June) due by the 10th of the month.
* **Payments** may be cash or check payable to The Music Staff.
* **10 installments cover** 36 lessons (September 5 - June 10) plus 4 summer lessons beginning June 11th.
* Payment for **additional summer lessons** is due July 10th.
* **Books and audition fees** are in addition to tuition and added to each student’s account.
* **$10 late fee** is added to accounts if payment is not received by the 15th of the month.
* **$30 service fee** is charged for insufficient funds.

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*Please update any information which has changed. Sign and return the bottom section to register for 2019-2020. Thank you!*

**Student Name(s)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number(s)** Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email** ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Emergency Contact** ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Length of Lesson(s)** 30” \_\_\_\_ 45” \_\_\_\_ 60” \_\_\_\_ **Day & Time of Lesson(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor**  ( ) Mary Ann Medlin c 647-0316 ( ) Christine Butler c 582-6286

**Person Responsible for Financial Commitment** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_­­­\_\_

**Phone Number(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ 10 installments September – June 30 ” lessons Monthly Installment per student $112.00

\_\_\_\_\_\_ 10 installments September – June 45 ” lessons Monthly Installment per student $168.00

\_\_\_\_\_\_ 10 installments September – June 60 ” lessons Monthly Installment per student $212.00

**Total Monthly Tuition Installment** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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