

## Cuevas Sound Spectrum

Dear Students and Families,

Thank you for your interest in music lessons. To complete enrollment and reserve a lesson time, please complete the New Student Enrollment & Onboarding Form at the link below:

This form confirms that you have reviewed and agreed to the Music Studio Enrollment Packet, including all billing, attendance, make-up, credit, holiday, and auto-pay policies.

Important notes:

- Tuition is billed monthly and due on the 1st of each month
- Enrollment is not confirmed until the form is submitted
- Continued enrollment, attendance, or payment constitutes acceptance of all studio policies
- Students enrolling in more than one lesson per week will complete a Multi-Lesson Addendum

Please complete the form within 48 hours so scheduling can be finalized.

If you have any questions before submitting, feel free to reach out.

Warm regards, Lena Cuevas

# Cuevas Sound Spectrum

Dear Students and Families,

Beginning 02/01/2026, the studio will be implementing updated policies to support consistent scheduling, clear communication, and professional studio operations.

Attached you will find the Music Studio Enrollment Packet, which includes:

- Studio Agreement
- Studio FAQ
- Holiday Calendar

Key updates include:

- Monthly tuition billed on the 1st of each month
- Four lessons per calendar month
- A maximum of two make-up lessons per month with 24 hours' notice
- Attendance-based complimentary fifth-week lesson when applicable
- Auto-pay requirement
- Clear holiday and credit policies

Please review the packet carefully. Continued enrollment confirms acknowledgment and acceptance of these policies. Signed acknowledgment may be required for continued scheduling.

Thank you for your continued support of the studio. I appreciate your cooperation as these updates help ensure fairness, consistency, and high-quality instruction for all students.

## Music Studio Enrollment & Onboarding

Please complete this form to enroll in music lessons. Submission of this form confirms that you have reviewed and agree to the Music Studio Enrollment Packet, including all billing, attendance, make-up, and credit policies.

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## Practice Policy

Consistent practice is essential for musical progress. Lesson time alone is not sufficient to achieve skill development without regular practice outside of lessons.

### Practice Expectations

Practice expectations are assigned individually based on:

- Student age
- Experience level
- Lesson length
- Program enrollment

General guidelines:

- 30-minute lessons: 15–20 minutes per day
- 45-minute lessons: 20–30 minutes per day
- 1hr lessons-30 minutes per day

Two/3 days off is fine, It is recommended to practice Monday-Friday. Practice minimum 4x per week

## **Studio Pricing**

### **Private Music Lessons**

All tuition is billed monthly and reserves a recurring lesson time.

### **Standard Weekly Lessons**

(4 lessons per calendar month) or more if more than one lesson per week

- 30 minutes once a week – \$185/month= (4 lessons per calendar month)
- 45 minutes once a week – \$190/month= (4 lessons per calendar month)
- 60 minutes once/twice a week – \$200/month= (4 lessons per calendar month or 8 lessons if twice a week is chosen)
- 60 minutes three/four times per week- \$400/month (3x per week= 12 lessons per calendar month, 4x per week= 16 lessons per calendar month)
- 3x or more per week-custom price- please see multi lesson addendum
- Custom pricing for 45min twice a week or three times a week
- Custom pricing for two 30min lessons per week or two 45min lessons per week- separate days and times

Tuition is due on the 1st of each month. Auto-pay required.

Base rate = your current published rate

### **Once Weekly (Standard)**

- Published monthly tuition
- No discount
- Priority scheduling

### **Twice Weekly**

- Discounts available
- Justified as:

- Predictable scheduling
- Commitment to consistent progress
- Priority scheduling

### **Three Times Weekly**

- Discount available
- Positioned as:
  - Advanced or accelerated study
  - Priority scheduling
  - Predictable scheduling
  - Commitment to consistent progress

### **Intensive Study (4+ per week)**

- Custom pricing
- Bundle available
- Discount available
- Predictable scheduling
- Commitment to consistent progress
- Priority scheduling

## ◆ SECTION 1: Student & Family Information

Student Full Name (Short answer – required)

Student Age (Short answer – required)

Is the student a minor (under 18)?

- ☐ Yes
- ☐ No

Parent / Guardian Full Name

(Required if student is a minor)

Primary Email Address (Short answer – required)

Primary Phone Number (Short answer – required)

Emergency Contact Name & Phone (Short answer – required)

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## ◆ SECTION 2: Lesson Details

Instrument (Short answer – required)

Experience Level

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced

Lesson Length

- ☐ 30 minutes
- ☐ 45 minutes
- ☐ 60 minutes

#### Lesson Frequency

- ☐ Once per week
- ☐ Twice per week
- ☐ Three times per week
- ☐ Intensive study (4+ per week)

#### Preferred Lesson Day(s) (Checkboxes)

#### Preferred Lesson Time Window (Short answer)

Are you committing to consistent weekly attendance?

- ☐ Yes
- ☐ No

(If “No,” you may choose to follow up before accepting enrollment.)

## **SECTION 4: Billing & Auto-Pay Acknowledgment**

#### Billing Acknowledgment (Required – Checkbox)

- ☐ I understand that tuition is billed monthly and due on the 1st of each month.
  - ☐ I understand that tuition is non-refundable and reserves a weekly lesson time.
  - ☐ I understand that auto-pay is required to maintain my lesson spot.
-

## ◆ **SECTION 5: Attendance, Make-Ups & Five-Week Months**

- ☐ I understand that 24 hours' notice is required for cancellations.
  - ☐ I understand that a maximum of two (2) make-up lessons per month is allowed.
  - ☐ I understand that make-ups do not roll over to future months.
  - ☐ I understand that the fifth week of the month is used for make-ups, or is a complimentary lesson only if no make-ups are needed.
  - ☐ I understand that same-week make-ups are not guaranteed.
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## ◆ **SECTION 6: Holidays & Credits**

- ☐ I understand that the studio is closed on major holidays.
  - ☐ I understand that if a lesson falls on a major holiday, a credit or reschedule will be provided.
  - ☐ I understand that credits may also be issued for instructor cancellations or rare, unavoidable circumstances, at the instructor's discretion.
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## ◆ **SECTION 7: Continued Enrollment Clause (IMPORTANT)**

Required Checkbox (DO NOT SKIP THIS):

- ☐ I acknowledge that continued enrollment, attendance, or payment constitutes acceptance of all studio policies outlined in the Music Studio Enrollment Packet.
- 

## ◆ **SECTION 8: Signature & Agreement**

Full Name (Acts as Signature) (Short answer – required)

Date (Date field – required)



Final Required Checkbox:

☐ I confirm that the information provided is accurate and that I agree to all studio policies.

## Music Studio Agreement

Instructor: Lena Cuevas

Tuition & Billing : Tuition is billed monthly and due on the 1st of each month. Monthly tuition includes one private lesson per week (four lessons per calendar month).

### **Lesson Frequency & Rates**

**Standard enrollment includes one private lesson per week (four lessons per calendar month) at published monthly rates.**

**Students requesting two or more lessons per week (e.g., twice weekly, three times weekly, or intensive study) will be enrolled under a separate pricing structure. Rates for multi-lesson enrollment are determined on a case-by-case basis and must be agreed upon in writing prior to scheduling.**

**Rates:** 30 minutes \$185/month; 45 minutes \$195/month; 60 minutes \$200/month.

A two-month option for 60-minute weekly lessons is available for \$400 covering two consecutive months.

### **Make-Up Lesson Policy**

A maximum of two make-up lessons are permitted per month with at least 24 hours' notice.

Missed lessons without proper notice are forfeited and are not eligible for make-up.

Make-up lessons must be scheduled within the same month and are subject to instructor availability.

Lessons canceled by the instructor will be rescheduled or credited.

### **Five-Week Month Policy**

In months containing five weeks, students who do not miss any scheduled lessons and do not require make-up lessons during that month may receive the fifth week as a complimentary lesson.

If a student uses one or more make-up lessons during a five-week month, the fifth week will be applied toward those make-ups and will not be considered an additional free lesson.

### **Auto-Pay Requirement**

Auto-pay is required to reserve a lesson time. Agreement By enrolling, the student or parent agrees to the policies outlined above.

## **Music Studio FAQ Parents of Minor Students & Adult Students**

### **Who do these policies apply to?**

These policies apply to all enrolled students, including adult students and parents or legal guardians of minor students. Enrollment constitutes agreement to all studio policies.

### **When is tuition due?**

Tuition is billed monthly and is due on the 1st of each month. Tuition reserves a weekly lesson time and studio availability.

### **Are refunds offered?**

No. Tuition is non-refundable. Tuition secures a recurring lesson time regardless of attendance, illness, travel, weather, or personal conflicts. However, credit can be given and makeup lessons. I will try my best to ensure you are given your makeup lesson that same week but it is not guaranteed. In that case, you will receive your makeup lesson before the month ends.

### **What is the cancellation and absence policy?**

A minimum of 24 hours' notice is required for cancellations. Lessons missed without proper notice are forfeited. Late arrivals do not extend lesson time. Credit is given and/or makeups are given if the instructor cancels lessons.

### **How many make-up lessons are allowed?**

A maximum of two (2) make-up lessons per month is permitted with proper notice. Make-ups must be completed within the same calendar month and do not roll over. I will make a good-faith

effort to schedule make-ups during the same week when possible; however, same-week make-ups are not guaranteed.

### **How are five-week months handled?**

The fifth week of the month is reserved for make-up lessons. If no lessons are missed and no make-ups are needed, the fifth week is provided as a complimentary lesson. If make-ups are used, the fifth week is applied toward those lessons.

### **What happens in months without a fifth week?**

In four-week months, students receive four guaranteed lessons. Make-ups remain limited to two per month and must be scheduled within the same month based on availability.

### **How are holidays handled?**

The studio is closed on major holidays. If a scheduled lesson falls on a major holiday, the student will receive a credit or rescheduled lesson. Major holidays are determined by the instructor and communicated in advance.

### **Why are make-ups not rolled over?**

The studio allows up to two make-ups per month and uses five-week months to accommodate them when possible. This ensures fairness, consistency, and sustainable scheduling.

### **Is auto-pay required?**

Yes. Auto-pay is required to reserve and maintain a lesson time. Failure to maintain active auto-pay may result in loss of the scheduled lesson slot.

### **What if the instructor cancels a lesson?**

Lessons canceled by the instructor will be rescheduled or credited. Credits may also be issued in rare, unavoidable unforeseen circumstances at the instructor's discretion. The studio strives to remain understanding, considerate, and reasonable while enforcing policies consistently. Please communicate to me and let me know within 24hr notice if you need to cancel a lesson so we can schedule the makeup lesson. Please keep in mind all clients have their own time slot each day.

### **Policy Acknowledgment**

By signing below, I acknowledge that I have read, understand, and agree to the studio policies outlined above as a condition of enrollment.

Student Name (Print):

Parent/Guardian Name (if applicable):

Signature:

- ☐ I agree to the Music Studio Enrollment Packet

### **Acknowledgment & Agreement**

I acknowledge that I have received, read, and understand the Music Studio Enrollment Packet. I agree to comply with all studio policies as a condition of enrollment. I understand that tuition reserves lesson time and that policies apply to both students and parents/guardians.

Student Name (Print): \_\_\_\_\_

Parent/Guardian Name (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Music Studio Holiday Calendar

The studio is closed on the major holidays listed below. If a scheduled lesson falls on one of these dates, the student will receive a credit or rescheduled lesson.

## January

- Jan 1 (Thu): New Year's Day
- Jan 19 (Mon): Martin Luther King, Jr. Day

## February

- Feb 16 (Mon): Presidents' Day (Washington's Birthday)

## April

- Easter Sunday – Apr 5

## May

- May 25 (Mon): Memorial Day

## July

- Jul 4 (Sat): Independence Day (Actual)

## September

- Sep 7 (Mon): Labor Day

## October

- Oct 12 (Mon): Columbus Day / Indigenous Peoples' Day

## November

- Nov 26 (Thu): Thanksgiving Day
- Nov 1st-2nd Day of the Dead




## December

- Dec 25 (Fri): Christmas Day and Christmas Eve Dec 24th (Thurs)

**Other (Instructor-Determined)- January 2nd, January 15th, May 27th, November 21st.**

**PLEASE NOTE CERTAIN HOLIDAYS SUCH AS VETERANS DAY, ST.PATRICKS DAY, PRESIDENT'S DAY AND OTHER HOLIDAYS THERE WILL BE LESSONS UNLESS THE CLIENT DENIES LESSONS ON THOSE DAYS. I AM RESPECTFUL AND UNDERSTANDING OF CERTAIN RELIGIOUS AND CULTURAL HOLIDAYS. PLEASE COMMUNICATE WITH ME SO WE CAN RESCHEDULE YOUR LESSONS IF THEY LAND ON HOLIDAYS.**

## Color-Coding Key

-  Federal Holiday
-  Observance / Cultural Holiday
-  Special / Popular Holiday
-  5th Week (Highlighted & Bolded)



# 2026 MONTHLY CALENDAR

## JANUARY 2026

● New Year's Day – Jan 1

● Martin Luther King Jr. Day – Jan 19

Jan 2nd closed





Jan 15th closed

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	● 1	2	3	4			
Week 2	5	6	7	8	9	10	11
Week 3	12	13	14	15	16	17	18
Week 4	● 19	20	21	22	23	24	25
★ Week 5 ★	26	27	28	29	30	31	

## FEBRUARY 2026

● Presidents' Day – Feb 16

● Valentine's Day – Feb 14

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1						
Week 2	2	3	4	5	6	7	8
Week 3	9	10	11	12	13	 14	15
Week 4	 16	17	18	19	20	21	22
 Week 5 	23	24	25	26	27	28	

# MARCH 2026

 St. Patrick’s Day – Mar 17

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1						
Week 2	2	3	4	5	6	7	8
Week 3	9	10	11	12	13	14	15



Week 4    16       ● 17       18       19       20       21       22

★ Week    23       24       25       26       27       28       29  
5 ★


★ Week    30       31  
6 ★

APRIL 2026




● Easter Sunday – Apr 5

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1	2	3	4	● 5		
Week 2	6	7	8	9	10	11	12
Week 3	13	14	15	16	17	18	19
Week 4	20	21	22	23	24	25	26
★ Week 5 ★	27	28	29	30			

MAY 2026

 Memorial Day – May 25

MAY 27TH CLOSED

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1	2	3				
Week 2	4	5	6	7	8	9	10
Week 3	11	12	13	14	15	16	17
Week 4	18	19	20	21	22	23	24
 Week 5 	 25	26	27	28	29	30	31

JUNE 2026

 Juneteenth – Jun 19

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1	2	3	4	5	6	7

Week 2	8	9	10	11	12	13	14
Week 3	15	16	17	18	<div>19</div>	20	21
Week 4	22	23	24	25	26	27	28
★ Week 5	29	30					

JULY 2026

Independence Day – Jul 4

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1	2	3	<div>4</div>	5		
Week 2	6	7	8	9	10	11	12
Week 3	13	14	15	16	17	18	19
Week 4	20	21	22	23	24	25	26
★ Week 5	27	28	29	30	31		

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# AUGUST 2026

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1	2					
Week 2	3	4	5	6	7	8	9
Week 3	10	11	12	13	14	15	16
Week 4	17	18	19	20	21	22	23
★ Week 5 ★	24	25	26	27	28	29	30
★ Week 6 ★	31						

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# SEPTEMBER 2026

● Labor Day – Sept 7

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
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Week 1	1	2	3	4	5	6	
Week 2	<div>7</div>	8	9	10	11	12	13
Week 3	14	15	16	17	18	19	20
Week 4	21	22	23	24	25	26	27
<div>★ Week 5</div>	28	29	30				

OCTOBER 2026

Columbus Day – Oct 12

Halloween – Oct 31

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1	2	3	4			
Week 2	5	6	7	8	9	10	11
Week 3	<div>12</div>	13	14	15	16	17	18
Week 4	19	20	21	22	23	24	25

★ Week 26 27 28 29 30 ● 31  
5 ★

NOVEMBER 2026

- Veterans Day – Nov 11
- Thanksgiving – Nov 26
- Day of the Dead – Nov 1-2

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1						
Week 2	2	3	4	5	6	7	8
Week 3	9	10	● 11	12	13	14	15
Week 4	16	17	18	19	20	21	22
★ Week 5 ★	23	24	25	● 26	27	28	29

★ Week 30  
6 ★

DECEMBER 2026

- Christmas Day – Dec 25
- Christmas Eve – Dec 24

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	1	2	3	4	5	6	
Week 2	7	8	9	10	11	12	13
Week 3	14	15	16	17	18	19	20
Week 4	21	22	23	24	● 25	26	27
★ Week 5 ★	28	29	30	31			

## **Multi-Lesson Enrollment Addendum**

Student Name: \_\_\_\_\_

Parent/Guardian (if applicable): \_\_\_\_\_

This addendum applies to students enrolled in more than one private lesson per week.

### **Lesson Frequency**

Multi-lesson enrollment includes:

- ☐ Twice weekly lessons
- ☐ Three times weekly lessons
- ☐ Intensive study (four or more lessons per week)

Lesson frequency and schedule are agreed upon in advance and subject to instructor availability.

### **Tuition & Billing**

- Multi-lesson enrollment is billed monthly
- Tuition is due on the 1st of each month
- Tuition reserves recurring lesson times and studio availability
- Tuition is non-refundable and owed regardless of attendance

Multi-lesson tuition differs from standard once-weekly enrollment and is priced separately.

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### **Make-Up Lessons & Policies**

All standard studio policies apply, including:



- Maximum of two (2) make-up lessons per month
- 24-hour notice required
- No rollovers
- Five-week month policies apply

Multi-lesson enrollment does not increase the monthly make-up limit.

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## **Agreement**

By signing below, I acknowledge that multi-lesson enrollment has a separate pricing structure and that I agree to the tuition, billing schedule, and studio policies outlined in the Music Studio Enrollment Packet and this addendum.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **CUEVAS SOUND SPECTRUM**

## **Music Studio Handbook**

Instructor: Lena Cuevas

Location: [Fresno / Virtual]

Academic Year: 2026-2027

## **Music Studio Handbook**

### **Welcome**

Welcome to the studio! This handbook is designed to help students and families understand expectations, communication, and lesson flow. Detailed policies are outlined in the Music Studio Enrollment Packet, which governs all enrollment.

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### **Studio Philosophy**

The studio prioritizes:

- Consistency
  - Clear communication
  - Respect for scheduled lesson time
  - Student growth through regular attendance and practice
- 

### **Lesson Expectations**

- Arrive on time and prepared
- Late arrivals do not extend lesson time

- Practice expectations are discussed individually
- 

## **Scheduling**

- Lesson times are reserved weekly
  - Changes to lesson times are not guaranteed
  - Consistency is essential for progress
- 

## **Communication**

- Studio communication occurs via email or text
  - 24 hours' notice is required for cancellations
  - Same-day changes are not guaranteed
- 

## **Billing Overview**

- Tuition is billed monthly
  - Due on the 1st
  - Auto-pay required
  - Tuition reserves time, not attendance
-

## Holidays

- The studio observes major holidays
- Holiday closures are communicated in advance
- Credits or reschedules are provided when applicable

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## Final Note

Clear expectations allow the studio to remain fair, organized, and focused on quality instruction. Thank you for being part of the studio community.