

Fun, Relaxing and Engaging

Studio Policy of Valerie A Evensen, NCTM



Billing is administered by My Music Staff. Payment is due by the 1st lesson of the month. A late fee of \$20 will be charged if payment is not received by the 15th. You can sign up for your account on my website at <https://pianowithvalerie.me/>. This account is where you will be able to see lesson assignments, links for recordings, reference materials and our studio calendar.

Other Fees and Costs: There are opportunities for performances and competitions which have their own fee schedule separate from the studio. You will be responsible for paying for any of those activities you choose to participate in.

Attendance: Tuition fees are based on enrollment, not attendance. Your tuition fees book your place at a certain time of day/day of week. There are no reimbursements for lessons missed by a student. You do have the option of logging into your parent portal at My Music Staff and rescheduling for any open spot I have on my calendar. There will be three Bonus lesson weeks so I can make up my absences. Anything over those three lessons will be credited to you.

Termination: Regrettably, I will have to dismiss a student if any of the following occurs: A) 'no-show' absences two times in a row or B) Inappropriate or disrespectful behavior or C) theft in my home.

Discontinuing lessons: Every student stops lessons at some point. I would like to make this process have a positive sense of closure. For this reason, I request a two-week notice that are you discontinuing lessons.

Insurance Issues: Piano with Valerie is released from any liabilities, accidents or injuries that may occur during the participation of piano lessons, group classes, piano parties or other piano events.

Photos: Some photos/videos may end up on the web page or Facebook. I will not identify anyone in the photos. If you wish to have your photo blurred out, you will need to let me know directly.

Studio Schedule: Lessons will follow the Tooele Valley School Calendar. Vacations, recital dates and other calendar information will be available in your parent portal at My Music Staff.

Required books, instruments and other materials: I will send links to required books for the parent to purchase. Any music I give the student that is NOT borrowed from my studio library will need to be compensated for. Any borrowed music from the library that is not returned or that is returned in damaged condition will be charged to the student at replacement cost. I also have a wealth of Studio Licensed music that I am able to give my students with no cost to you. Some music, especially pop music, will have to be purchased. Students will also need:

1. Acoustic or weighted digital piano
2. Metronome
3. Binder + 3 hole paper puncher
4. Previous music, methods, etc.

Online Lesson Platform: At the present moment I am using several different online lesson providers. When you let me know you need online lessons, we'll set it up on the service that works best for you and me.