



*Matt Safley Music*  
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## **2023-2024 Studio Guideline Agreement**

- This guideline agreement is for all families taking weekly lessons at Matt Safley Music, which lays out the majority of the studio's details regarding organization of lessons, events, etc.

### **School Year Overview**

- The 2023-2024 School Year begins on Friday, August 25th, 2023 and runs through Monday, September 2nd, 2024. Students receive 41 weeks of lessons and events within this time frame and receive up to 45 lessons, depending on which extra lessons/classes the student attends.

### **1. Lesson Information**

Certain times are designated for online students. They are placed at the beginning or end of the teaching day, with the exception of Thursday. Students that attend Thursday will primarily be scheduled for online lessons. Students can opt for a combination of both and will be placed around others that are either a combination of both in person and online or exclusively online.

**Please note** if you want to either attend online or in person, notice must be given no later than 12:00P on the day of your scheduled lesson Monday through Friday which medium you'd prefer to attend. Students that are on Saturday must notify the teacher no later than 8:00A if they want to change their method of attendance.

## 2. Studio Hours:

- Monday: **12:00 pm - 10:00 pm.**
- Tuesday: **12:00 pm - 10:00 pm.**
- Wednesday: Studio is closed / By Appointment Only
- Thursday: **12:00 pm - 10:00 pm.**
- Friday: **12:00 pm - 8:30 pm.**
- Saturday: **9:30 am - 6:00 pm.**

## 3. Lesson & Tuition Information

### A. Tuition and Registration

- The tuition due per month is determined by multiplying the prorated amount for each lesson by 45, then divided by 12.
- 30 minute lessons are \$150 each month, prorated at \$40.
- 45 minute lessons are \$210 each month, prorated at \$56.
- 60 minute lessons are \$270 each month, prorated at \$72.
- **A \$40 non-refundable registration fee per student** is assessed at the beginning of each studio year or when students sign up to cover scheduling and extra material costs for students. It is added to the tuition due on August 1st of each school year or for tuition due for the first month of lessons.

### B. Payment Details & Options

- Hand written checks, electronic checks, Zelle, and Venmo are accepted forms of payment.
- Tuition is due by the 1st of every month. A **\$25 late fee is assessed** if tuition is not received by the 5th, along with lessons being suspended until tuition is received. If it is not received by the 10th, the student is ineligible to continue lessons at the studio. **No make ups or refunds** are offered for those missed lessons.
- Returned or denied payments incur a **\$25** return service charge.

### C. Refunds Guideline

- Once payment is received, the lesson time officially becomes reserved for the student. As a result, **refunds are not offered.** Arrangements can be made in the event of an extreme circumstance and at the discretion of the studio.

### D. Can We Change Lesson Times?

- Lesson times become challenging to change once the school year starts as the studio schedule is full. If something arises where a lesson shift is necessary, the studio will see if they can accommodate the request. It is not guaranteed that it will be possible.

### E. Do You Need To Take A Break?

- It is understood that breaks need to be taken. A **30 day notice must be given** ahead of the month the student will be taking a break. ie- The student begins the break in September; the studio must be notified August 1st of the upcoming change.
- If the 30 day notice is **not given**, tuition is still due for the following month.

### **F. External Lessons**

- The Studio encourages students to receive a variety of musical experiences so their growth, enjoyment, and reward is rich. However, should it come to the attention of the studio that the student is taking lessons of the same style on the same instrument on a weekly basis the student will be dismissed immediately with no refunds.

### **G. Practice Expectations**

- Students are expected to practice and come prepared for lessons. It **is required** that students practice a minimum of **three days** consistently. If a student does not average 3 days over a period of 3 months, the teacher will evaluate if the student should reduce their lesson time if they are taking a 45 or 60 minute lesson or continue with lessons at the studio.
- To help monitor practicing, students are required to use the Assignment Book for confirmation. Signature of parent or guardian is required for Grades 8 and below.
- Piano students must have a keyboard to practice at home. Beginners need a minimum of 30 keys. Intermediate players need a full size keyboard with 88 keys and touch sensitivity.

## **4. Summer Lesson Guidelines**

- Summer Lessons are taught over a period of **8 weeks** from end of May through the middle of August.
- Instead of the traditional weekly lesson, there are a specific set of hours to fit in over a period of 8 teaching weeks. This gives the families the flexibility to take vacations during one of those 8 weeks without having to miss a class.
- Taking lessons in the summer automatically reserves the student's fall time slot, and they are given first priority to school year scheduling. Students that do not take lessons during the summer are unable to keep their school year slot and are given last priority when scheduling the fall. They also are unable to participate in the Annual Fall Recital.
- Students taking **30 minute** lessons during the year have a total of **1.5 up to 6 hours** to fit in over the 8 weeks, depending on when lesson/event passes have been used. Lesson length can vary from a mixture of 30, 45, and 60 minutes to get the correct number of hours completed.
- Students taking **45 minute** lessons during the year have a total of **2.25 up to 9 hours** to fit in over the 8 weeks, depending on when lesson/event passes have been used. Lesson length can vary from 30, 45, and 60 minutes to get the correct number of hours completed.
- Students taking **60 minute** lessons during the year have a total of **3 up to 12 hours** to fit in over the 8 weeks, depending on when lesson/event passes have been used. Lesson length can vary from 30, 45, and 60 minutes to get the correct number of hours completed.
- Students beginning lessons in the summer receive up to **4 hours** for **30 minute** lessons, up to **6 hours** for **45 minute** lessons, and up to **8 hours** for **60 minute** lessons. Up to 2 of your lessons can be used to attend extra events.
- Please note that after times have been confirmed digitally and a conflict arises, it is not guaranteed the lesson will be able to be moved. If the lesson falls within the 2 make up lesson limit, the teacher will accommodate the best they can.

## 5. Rescheduling and Standard Guidelines

### A. What if I have to miss a lesson?

- Up to two lessons will be made up during the Academic Year from the beginning of the year in August to the end of May. These lessons will be rescheduled at a time that the student and teacher are available. Please note even if you miss two lessons, it is **not guaranteed** they are able to be made up. Any lessons missed beyond that will be **unable** to be made up.
- The summer allows for a bit more flexibility. If a conflict arises after lessons have been confirmed in writing, only 1 of the lessons are able to be rescheduled. It is still **not guaranteed** the lesson will be able to be rescheduled.
- Lessons missed **do not** carry over into the following school year.
- Refunds or prorated tuition are **unable** to be offered for missed lessons, unless it is an extenuating circumstance determined by the discretion of the studio.

### B. What if the instructor has to reschedule a lesson?

- If the instructor misses a lesson, that lesson will be made up when both the instructor and family are available.
- If a scheduling error is made, the family receives **1 extra lesson free of charge**.
- If the student is unavailable to attend, family members may take the lesson time. This gives the family a great idea of what really goes on during the lessons!
- Even if your student is ill or injured, lessons can be supplemented by focusing on different musical skills, such as rhythmic or melodic dictation, interval training, composer study, history, etc.

### C. Holidays, School Music Events, Weather

- Holidays: For those that practice Religious holidays, those lessons will **always** be made up.
- Music Event: Should a student have a school related music event, the lesson will be made up. Documentation must be provided for the lesson to be rescheduled.
- Weather: If questionable, the instructor will make a decision 2 hours ahead of the scheduled lesson, and you will be notified via electronic communication.
- Please note that it is **unable** to guarantee that the lesson will be made up if the student cancels while lessons are already in session.
- Lessons will be made up if the instructor cancels due to weather.
- **Up to 2 days of lessons will not be made up or refunded in extreme weather circumstances.**

## 6. Events Overview

- Matt Safley Music offers a variety of extra events, in addition to Private Lessons throughout the year.
- This coming year, the following extra events are being offered: District MMTA/Suburban Choir Studio Class; Polished Practicers; Exploring the Art of Mastering Stage Fright; Fall and Spring Recital; Fall, Winter, and Summer Adult Music Studio Class; Winter Studio Class; Winter Around the World; Progressive Evaluation/District Solo and Ensemble Studio Class; Progressive Evaluations; NFMC/State Solo and Ensemble Studio Class; Summer Music Games Day; and Summer Soiree.
- A student may bring one friend or family member around their age to the following events with no extra charge: Polished Practicers; Exploring the Art of Mastering Stage Fright; Fall, Winter, and Summer Adult Music Studio Class; Winter Studio Class; Summer Music Games Day; and Summer Soiree. Events cap at 8 people.

- Family, friends, and community members may attend the following events for a fee of \$15 per student after the one student invite threshold has been met: Polished Practicers, Exploring the Art of Mastering Stage Fright; Fall, Winter, and Summer Adult Music Studio Class; Winter Studio Class, Summer Music Games Day; and Summer Soiree.
- Should students want to bring someone, notice must be given no later than 2 weeks ahead of scheduled class.

### Recital and Progressive Evaluation Information

- For both the **Fall and Spring Recital**, there is a **\$15 fee** assessed to cover preparation costs and is due no later than 3 weeks before the event. If it is not received by that time, the student is ineligible to participate.
- The Progressive Evaluations held in March also have a **fee assessed at \$25** to cover evaluator and supplies cost.
- For students Grades 3-12th, they are required to participate in One Recital and Progressive Evaluations if they have been taking lessons at the Studio for a period of one year or longer.
- For students participating in the Evaluations for their 2nd year and above, they are required to participate in at least one other external Evaluation opportunity offered at the Studio.
- Please note that the weeks leading up to the Progressive Evaluations and the Fall and Spring Recitals, the normal lesson schedule will not be followed. Those that are participating will attend group classes together to play for each other in lieu of their traditional lesson, and those that are not participating may need to change their date and time.
- For any extra recitals organized and planned by the studio, there is a **\$25 fee** assessed to cover preparation costs and is also due no later than 3 weeks before the event.

### Bi-Monthly Classes

- An In-Person theory class will be offered January through April for students participating in NFMC Theory Exams. Tuition is \$100 for 3 classes and a review.
- An In-Person Sight, Sound, and Singing Theory Class will be offered June through September for students participating in District/All-Suburban Choir Auditions. Tuition is \$200 for 4 classes and a review.

### In House Studio Challenge

- This year's In House Studio Challenge is called Polished Practicers. We will be exploring the different ways to practice to enhance their growth, retention, and overall enjoyment.

## **7. Lesson and Event Passes**

- Each student receives up to **9 lesson/event passes** to be used throughout the school year until the end of the Studio Year.
- These passes help provide additional individual instruction and the opportunity to attend extra events spread throughout the year to further the student's knowledge base and get to know others taking lessons at the studio.
- The events that these passes can be used for are: Extra lessons before events, District MMTA and District/All-Suburban Choir Auditions; Polished Practicers; Exploring the Art of Mastering Stage Fright; Fall, Winter, and Summer Adult Studio Class; Winter Studio Class; Winter Around the World; NFMC/State Solo and Ensemble Studio Class; Summer Music Games Day; and Summer Soiree.
- Passes are **unable to be used** at the following 3 events: Fall and Spring Recital and Progressive Evaluations. Additional fees are assessed for those 3 events.

- A) Students enrolled before December 1st, 2023 receive 9 passes**
- B) Students enrolled between December 1st, 2023 and February, 28th 2024 receive 6 passes**
- C) Students enrolled between March 1st, 2024 and May 30th, 2024 receive 4 passes**
- D) Students enrolled between June 1st, 2024 and the end of Summer Lessons in 2024 are allowed to use two of their lessons to attend a Summer event.**

- Events must have a minimum of **4 students, maximum of 8**, in order for the class to be held. If the extra events do not fill, the class will be canceled. You will not lose your lesson/event pass. It can be used for another event or extra class.
- If you enroll and commit to the extra event and **need to cancel**, you must notify the studio **at least two weeks** before the date to use that pass for a different activity/option.
- If you notify the studio after that date, that pass is forfeited and may not be redeemed for another event or lesson.
- If you enroll and commit for an extra lesson and need to cancel, you **forfeit** that pass and may not be redeemed for another event or lesson.
- If you want to attend extra lessons/events and not use your remaining passes or if you run out of lesson/event passes before the year is up, you can still take extra classes and enroll in extra events. The fee for the extra event and lesson will be the prorated amount for your current lesson length. It is due at the time of enrollment for the extra event or class.
- Passes **not used** by the end of the Studio Year **do not transfer** over to the following year and are forfeited. Refunds and Prorated tuition are not offered for unredeemed passes.

## 8. Drop In Lessons

- This is a new form of Lesson Plans offered. It is typically for students who need flexibility and those only wanting lessons, with attending fewer events offered.
- Please note that if you choose this format, you lose your weekly lesson spot and the ability to participate in any of the Recitals, Evaluation Opportunities, and Summer Soiree for a period of one year.

## 9. Referrals

- For every current student that refers a family to the studio and pays for 3 months of consecutive lessons, a complimentary 30 minute lesson valued at \$40 will be offered to be redeemed within a period of 8 teaching weeks.

## 10. Reviews

- There will be 3 drawings per year to receive a complimentary \$25 gift card to Target, Amazon, or a Visa Gift card, after submitting a favorable review on December 1st, April 1st, and August 1st.

## Matt Safley Music, LLC

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**Student Photo/Video Release Form (Signature Optional)**

I give the Studio of Matt Safley Music, LLC permission to publish in print, electronic, or video format the image or video of my student. I release all claims against the Studio of Matt Safley Music, LLC with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

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Student Name

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Parent or Guardian if applicable (Please Print)

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Parent, Guardian or Self Signature

Date

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**General Guidelines:** Matt Safley Music, LLC requires a signed release form when photographs or a videotape is shared of a student and others, regardless of age. Parent or guardian signatures are required; signatures of minors are not sufficient. When images or videos are published, Matt Safley Music, LLC will take cautionary steps to provide minimum identifying information and will not use specific street or mailing addresses, e-mail addresses, or phone numbers. Photographs or videotaping done in public places, such as recital halls, and done in private locations, such as a student home or a private school, must always be completed with the permission of the organization and with a signed release form from a parent or guardian of each student and others involved.

**Policy Confirmation**

Please ensure that you have read the guidelines of this studio before asking questions as the answers may be in this document. After reading over all this information, please return this sheet with your initials and signature. This means that we have an agreement and an understanding of the teaching and business policies in effect, and that this agreement will be valid for the Studio School Year.

Families signing this document agree to follow all guidelines stated above and stated on the website.

Guidelines are subject to change within the academic year with prior notice and by signing this agreement, adhere to said changes.

**Waiver of Liability and Indemnification**

Parents and students hereby waive, release, discharge, and covenant not to sue studio, it's owner, employees, agents or representatives ("releasees") from any and all liability, claims, demands, losses, or damages arising out of, or related to, student's participation in studio on-site or off-site lessons, events, or activities ("programs"), whether based in contract or tort

Parent and student agree to indemnify, defend, and hold harmless the releasees from any and all claims, demands, losses, attorney's fees, costs, liabilities, or damages against the studio arising out of student's participation in studio programs.

**Acknowledgment Release**

By signing this and/registering for Matt Safley Music, you agree to the terms and conditions of this studio agreement as well as any addendums that apply to your student.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_