

PORTILLO VIOLIN STUDIO POLICIES

Portillo Violin Studio offers both private lessons and group classes. Some policies may vary by program and will be communicated during enrollment.

TEACHER RESPONSIBILITIES

I will teach students how to reach their musical goals and understand the language of music in an encouraging environment. My goal is to make it possible for anyone to reach their music-making goals on stringed instruments, experience achievement along the way, and develop the foundational knowledge they will need to be able to continue playing into their future. I will tailor lessons to match each student's specific learning needs and reach their personal goals.

STUDENT & FAMILY RESPONSIBILITIES

Students agree to arrive at each lesson punctually, well-prepared, and with their instrument ready. With young students, parents should provide as much support as the student needs to meet these goals. To make good progress on stringed instruments, frequent listening and quality practice is necessary. Daily listening and practice is ideal; practice 4-6 days each week will assure good progress. Students should listen to a professional-level performance of the music they are learning often, as well as future pieces and any other orchestral or strings solo music they enjoy. Parents of younger students should expect to be present and involved in all home practice sessions, and are always welcome to attend lessons with their child.

Students are encouraged to participate in studio performance opportunities, group classes, workshops, and recitals when appropriate for their program. Students are also encouraged to take auditions for local ensembles when their skill level matches the ensemble's level. If this type of opportunity comes up, please bring information to the next lesson so that I can help your student prepare well in advance.

Students must have a good quality, correctly-sized instrument in working condition to practice with at home. Parents of younger children will need to assist with tuning the

instrument, with the understanding that sometimes this can mean daily tuning. Please keep in mind that many of the inexpensive instruments on the market today are not made to correct specifications so these may not be completely playable or tuneable. If you have questions or would like input on the purchase or rental of an instrument please let me know. I am happy to make recommendations.

TUITION AND SCHEDULE

Flat monthly tuition rates are based on the number of guaranteed lessons in the calendar year. There will be a minimum of 42 lessons or classes scheduled for the calendar year. Planned non-lesson weeks will be communicated in advance, except in cases of teacher emergency or sudden illness. There are several additional weeks built into the calendar to accommodate for teacher illness or short-notice circumstances. In the case these are not used by the teacher, students receive these additional lessons at no extra charge.

All payments are non-refundable. After the first payment, invoicing and payment will run automatically on the same day. Tuition will be drawn on the 1st each month from the method on file in MakeMusic Studio. MakeMusic Studio uses Stripe to process all payments.

In the event that a payment is returned or declined a 48 hour window will be provided to adjust the payment method and resubmit payment. Any payments not received by the 3rd of the month will receive a \$20 late fee. Recurring late payments may result in termination of the student's enrollment.

CANCELLATION POLICY

Lessons canceled with less than 24 hours notice will not be provided a makeup lesson. Private lessons canceled with 24 hours notice may request a makeup lesson time in that week or the following week, subject to the teacher's schedule and availability. Makeup lessons are not guaranteed.

Students in group classes may request to switch to a different group class at their same level in the same week or next week. This accommodation is not guaranteed and is subject to the space available in the requested class.

**Please note that tuition reserves your weekly time slot or group class, but may not directly correlate with lessons received if the student does not attend the scheduled lesson times. Makeup lessons do not count as credit for the next month's tuition.*

MUSIC & MATERIALS

Materials requirements vary by program. Some classes include music and instrument use, while others require students to purchase materials or maintain an instrument at home. Materials will be assigned by the teacher, and the student will be expected to bring their materials to each lesson or group class. Some accessories are required; all strings students (violin, viola, cello, double bass) will need rosin. Violin and viola students usually need some type of shoulder rest. If you need help finding a store that carries these items or determining if an instrument outfit includes them, please let me know or check the recommendations currently listed on the studio website.

COMMITMENT

When students enroll, they are reserving their place in the studio for long-term lessons. Changes to weekly schedules may be made on a case-by-base basis based on teacher availability.

If the student decides to pause lessons for an upcoming month, their spot cannot be guaranteed if they decide to return to the studio at a later date.

PHOTO AND VIDEO RELEASE FORM

From time to time I use photos and short videos of my students around the studio, on the studio website, or in social media posts. These videos and posts are encouraging to other students and helpful to other teachers. If you do not want your child's image(s) to be used, please let me know. In general, the students love to see their pictures and videos on my website or around the studio. They find it motivating and exciting to think that others want to know what they are learning. The students are identified only by first name.

By enrolling and paying tuition for my child (or myself) in Portillo Violin Studio, I certify that I understand and agree to the studio policies for the 2026/2027 school year.