



## **Megan Gilles**

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## **STUDIO POLICIES**

Effective 2017-2018

***By sending in your registration and payment you agree to these studio policies and the media release.***

1. Music lessons are available for piano, organ, and voice. Lessons include music theory, music history, technical skills and artistic performance. Each student is scheduled for a 30 or 45-minute lesson each week as agreed upon.
2. Payments:
  - **A \$70.00 deposit per student to commit to taking lessons in this studio for 2017-2018 is due by June 1, 2017.** This deposit is non-refundable if you choose not to continue lessons in the studio after June 1, 2017. The deposit will be applied to tuition for 2017-2018.
  - The balance of the registration is due by **August 1, 2017.** The non-refundable registration of \$62.00 for half-hour lessons or \$126.00 for forty-five minute lessons will be applied to the costs for the first and last months of the year (September and May). If a lesson time cannot be agreed upon, this payment will be returned. This is non-refundable once a lesson time has been agreed upon.
  - Complete payment for the summer semester is due by **May 15, 2018.**
  - There will be a yearly studio resources fee of \$15.00 **per student** and is due **August 1, 2017.** Students are given numerous choices of pieces to choose from for festival, contest, and ensemble festival. This also helps to cover purchases of music games, sight playing books, 3 ring binders.
3. The cost per month for tuition will be \$66.00 for half hour lessons and \$98.00 for forty-five minute lessons. There will be a total of 33 lessons given with one make-up lesson given for sickness.
4. Payment Methods: Check or Cash
  - Pay for the total nine months of lessons-September through May by August 1<sup>st</sup>. Payment for additional lesson materials and registration fees will be due at the discretion of the instructor.

**OR**

- Pay for the first and last month of the nine-month session (September and May) by August 1st.  
For all other months, tuition is due at the first lesson of the month.  
Summer lessons are paid in full before the lessons are given.  
Payment for additional lesson materials and registration fees will be due at the discretion of the instructor.

5. The fee for when a check is cashed and there are insufficient funds in the account will be \$35.00 per instance (or the total of the bank fee) plus the due amount in cash or cashier's check. Lessons will be discontinued until payment is received.
6. A tuition statement will be provided prior to the start of the semester that lists the dates and times for lessons. Monthly copies of the tuition statement will be provided either via email as an attachment or hard copy as requested. A tax statement will be provided upon request. Books and contest/festival/exam fees will be itemized on the tuition statement.
7. Your commitment when enrolled is for nine months-September 2017 through May 2018 with the possible addition of summer lessons. Payment for the nine months of the studio year is expected.
8. Any lesson time held for an athletic season, theatre rehearsals, time off for vacation or period of time where you will miss lessons will need to be paid for in advance to hold the lesson time.
9. Swap List: If you have a conflict with a lesson time for a week, please check about contacting one of the other students to rearrange the schedule.
10. Severe weather situations will be assessed at the time of the severe weather. Please contact the instructor to inform her of any absence as soon as possible.
11. **Media Release:** By sending in your registration form and payment you consent that Megan Gilles Music Studio or her designee can take photographs, audio recordings and video recordings of me or my minor child. These photographs, audio/video recordings will only be taken in the concept of studio sponsored or supported events such as studio recitals or other performance events or other studio events related to music making. You understand that any photographs, audio recordings, and video recordings become the property of the studio and may be used for educational, instructional, or promotional purposes in broadcast, print and electronic (social) media formats now existing or in the future are created. You are welcome to request a copy for your own personal use. Students will only be identified by first name and possibly first initial in all internet/social media postings.
12. Parents are welcome and ***highly encouraged*** to come to the student's lesson at any time. Students should arrive on time and be picked up promptly at the end of the lesson. If other arrangements need to be made, the instructor needs to be given prior notification.

13. Students are expected to bring all of their lesson materials to lessons. Each student should have a special music bag for lesson books and other needed supplies for lessons. Each student will need an 8.5" x 11" notebook for recording lesson assignments.
14. **Daily practice is necessary for progress. 20 minutes per day is expected for a first year beginner. This increases to 25 minutes and then to 30 minutes a day as the student progresses. Intermediate students should practice at least 45 minutes daily. Advanced students, at least an hour each day.** Sometimes there is too much happening on a particular day to get in piano practice. This time should be made up on another day by practicing longer or in two separate blocks depending on the age and capability of the student. Most students are asked to record their daily practice times in their lesson notebook. Please check with the instructor if you have any questions about this. For younger students, a system of check marking each music piece that is listed in the notebook as the student practices is helpful so that each piece is practiced. It is helpful to sit down with your child and help them make goals toward regular practice.
15. For Piano Students: The student's acoustic piano should be tuned at least once a year and placed in an area conducive to practice. Correct height of the bench is important for developing proper playing posture. A pencil with an eraser and a metronome should be available to the student when they are practicing.
16. Discontinuing Lessons: Every student stops taking lessons at some point. Please make this decision thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the teacher requires one month's notice in writing prior to discontinuing lessons. Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest or refusal to cooperate during lessons.

### **Teacher Contact**

The best way to reach me is via email or by phone. Both are listed at the top of the studio policies. The phone will not be answered when I am in lessons unless my husband is able to answer it. Please leave a message if I do not answer.

### **Website**

Information is available about the studio on the studio website. [www.GillesMusicStudio.com](http://www.GillesMusicStudio.com)  
The site includes registration info, studio policies, studio calendar, information about MMTA programs, and more.

### **Facebook**

If you are on Facebook, you are welcome to "like" Megan Gilles Music Studio.