



Megan Gilles

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STUDIO POLICIES

Effective 2019-2020

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

1. Piano lessons include theory, history, technical skills and artistic performance. Each student is scheduled for a 30 or 45-minute lesson each week.
2. Payments: ***Please make checks payable to Megan Gilles.***
 - **A \$100.00 deposit per student to commit to taking lessons in this studio for 2019-2020 is due by June 7, 2019.** This deposit is non-refundable if you choose not to continue lessons in the studio after registration has been turned in. This deposit signifies your commitment to taking lessons at this studio and agreement to the studio policies.
 - **The balance of the registration is due August 16, 2019.** This balance will be determined by the tuition for 30 or 45-minute lessons. The remaining balance would be **\$56.00** for 30-minute lessons and **\$120.00** for 45-minute lessons. 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.
 - New students will have the added cost of books of **\$30.00**. This is due at the time of registration.
3. The cost per month for tuition will be \$68.00 for half hour lessons and \$100.00 for forty-five minute lessons. There will be a total of 32 lessons given with one make-up lesson given for sickness.
4. Payment Methods: Check or Cash
 - Pay for entire nine-month session

OR

 - Down-payment of first and last months of lessons.

For all other months, tuition is due at the first lesson of the month.

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 lessons 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.
7. A tax statement will be provided upon request.
8. Books and contest/festival/exam fees will be itemized on the tuition statement.
9. Periodically there will be books loaned out by the instructor. The expectation is that these will be returned in good condition. If not, the instructor reserves the right to charge a replacement fee.
10. Your commitment when enrolled is for nine months-September 2019 through May 2020 with the possible addition of summer lessons. Payment for the nine months of the studio year is expected. Priorities in scheduling for a lesson time will be given to those who had that lesson time in the prior year, those who have taken summer lessons, length of time studied in the studio, and those who return the registration form promptly. The studio calendar has information and dates for recitals, festival, contest, and more. All major holidays such as Thanksgiving and Christmas will be scheduled breaks.
11. Any lesson time held for an athletic season, theatre rehearsals, or time off for vacation where you will miss lessons will need to be paid for in advance to hold the lesson time.
12. 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.
13. 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.
14. Severe weather situations will be assessed at the time of the severe weather.
15. Please contact the instructor to inform her of any absence as soon as possible.
16. **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.

17. 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.
18. **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. It is helpful to sit down with your child and help them make goals toward regular practice.
19. 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.
20. Discontinuing Lessons: Every student discontinues 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.
21. Communication is one of the keys to success. If your child is not liking lessons, let's talk. If you have questions about an upcoming event and what is expected, let's talk. Piano should be fun, enjoyable, and a good learning experience. Let's work together to make that happen!

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. Please leave a message if I do not answer.

Website www.GillesMusicStudio.com

Facebook

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