

Timeless Harmony Studio

Timeless Harmony Studio issues this policy to be sure the student and parent understands all expectations and guidelines. If there are any questions, please do not hesitate to ask.

Studio Environment and Method of Learning

Timeless Harmony Studio strives to provide the best possible musical education for all ages. The method of teaching is a combination of age appropriate repertoire which includes technique and conceptual skills as well as theory training and music history. Music games and activities are also provided for off the bench learning to help students use different modes of learning whether it be visual, aural or kinesthetic. Students are required to practice and encouraged to develop the character to work and learn independently. Students are not required but strongly encouraged to participate in every performance opportunity given, whether hosted by THS or other association. Incentive programs and rewards are provided by THS as a means to motivate students and encourage them in their musical learning. For more information, please read Timeless Harmony Studio's Teaching Philosophy.

Fees, tuition and materials:

- Tuition is a flat rate for the entire year with the studio. A full studio year consists of 12 months. Private lessons will be held over 10 months (September through June) with 4 group classes offered periodically throughout the year. In July and/or August, students may choose between a Music Camp or a group class offered during the summer.* (Please see Studio Yearly Calendar for schedule).
- Payments are due on the 1st of each month beginning in August and continuing until July of the following year. Mid-year enrollment payments will begin with the first month of participation and end in July of the following year.
- Timeless Harmony Studio accepts payment methods of check or cash; or you may choose to use Paypal, however, no fees will be absorbed by the Studio. Payments may be mailed to the studio to be received by the 1st of the month, dropped off at the studio's location on or before the 1st of the month, or brought to a scheduled lesson **prior to the due date on the 1st of the month.**
- Three days out of the 10 months of weekly lessons are reserved (if needed) for the instructor to allow for illness or emergencies. In this event, lessons must be canceled. The use of these personal days will not in

any way affect or change the payment schedule.

- A non-refundable yearly enrollment fee of \$60 per student will be due by July 15th previous to the studio year enrolled. This fee goes towards incentive program supplies, awards, recital expenses, and music camp. For students starting after July 15th, this fee is due with the first payment.
- If a payment is more than 5 days late the instructor will have to cancel the lessons until payment can be made current. A late fee of 3% of the total amount for the month will be charged for every day past a 5 day grace period and will be billed that for that month.
- Students will be required to purchase music and method books periodically throughout the year. The student may purchase his or her own assigned material or the instructor may provide the material with reimbursement.

*Group Class must have at least 5 students interested. This is for students who either helped at camp or did not attend camp. In the event something prohibits Group class from meeting, the instructor will provide incentive online.

Available payment schedules are as follows:

- 1) In **twelve** equal monthly installments. (Payments are due on the first of the month and an invoice will be provided via email.)
- 2) Or, in two half year installments. Payments are due on August 1st and January 1st.
- 3) Or, one payment for entire year.

	Yearly 12 monthly payments	Two Half Year Installments	Entire Year
30 minute Weekly Private Lessons	\$90	\$540	\$1080
45 minute Weekly Private Lessons	\$105	\$630	\$1260

Lesson Attendance

- Students are expected to arrive for their appointed lesson prepared and on time. If the student arrives late, the time cannot be made up; nor will the lesson be extended.
- Parents and siblings are welcome to wait quietly in the designated waiting area, wait in their vehicle in the driveway, or run errands so long as they return to pick up their student at the end of the lesson time. Parents are welcome to attend the lesson as long as the student is able to remain focused. For beginner students, parents are required to attend a lesson once a month to be sure the student is making the most progress.
- The instructor must be notified of any changes to a previously scheduled lesson one day prior to the change. If the student or parent is not able to speak directly to the instructor, a voice mail or text message would suffice.

Missed Lessons/Scheduling

- Individual private makeup lessons will not be provided under any circumstances.
- All students are encouraged to participate in a scheduled Group Class at least twice per year. Four classes will be offered (possibly more if the need arises) and a sign up sheet will be emailed to parents/students for the times/dates available.
- Enrollment for scheduled Group Classes is encouraged for each student especially in the case of excused absences (illness, family emergency, death in the family, etc) however, the classes will be open to all that would like to join.
- In case of inclement weather, it is up to the family's discretion to decide whether to attend the lesson. The instructor may provide an assignment sheet via email in the event that the roads close and the student may also provide a video of assigned repertoire for the instructor to comment on. Makeup lessons are not available for inclement weather reasons.
- A Swap List with all current scheduled lesson times and student contact information will be provided in the event of scheduling conflicts that may be resolved with a simple switch between students. Families are encouraged to resolve these types of conflicts by finding an appropriate swap partner. The instructor must be contacted immediately upon a successful "swap" that includes a minimum of 24 hours advance notice of first occurrence of the swap. The instructor will be unable to assist in this change of schedule.

- **Breaks**

- Please see the Studio Yearly Calendar to view the Studio Breaks and the weeks when lessons that will not be in session, as well as other yearly events and classes.
- Studio First Lesson Week and full studio calendar will be provided to the family no fewer than 2 weeks prior to that start date via email.

Practice and Instruments

It is important to know that the improvement of the student is based on the amount of preparation for their lesson. Parents are encouraged to participate in their child's progress. Practice times will be determined by instructor on an individual basis. All students are required to have access to a piano for their allotted practice time. Keyboards may be used only for beginner levels. Acoustic pianos should be tuned twice per year.

Communication

- Each year, the studio schedules a number of exciting events for the students and their families. The following are ways to stay informed regarding studio news and events.

Studio website and blog: timelessharmonystudio.com and timelessharmonystudioblog.com have general information about lessons as well as blogs about practice tips, announcements, photos and basic contact information.

Facebook and Instagram: Please like our facebook page and follow our instagram, Timeless Harmony Studio, and get the latest updates and news. Also, you may view photo albums of recitals and programs hosted throughout the year.

Phone call/text message/email: The instructor always welcomes emails, phone calls or text messages about any questions the parent or student may have. The best time to reach the instructor is between 10am-5pm, Monday through Friday.

Discontinuing lessons:

• If a student and/or parent decide it is time to stop taking music lessons, many considerations should be taken into account. Ideally, this decision is made thoughtfully with plenty of discussion between the instructor, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the instructor asks for one months notice in writing prior to discontinuing lessons. However, the instructor respects the family’s right to

discontinue lessons at any time. In the event the one month’s notice was not given, there will be no tuition refund offered. Note: At the discretion of the instructor, students may be required to discontinue lessons if they have unpaid tuition, an excess amount of absences/ unprepared lessons, or if they show an undue, or unexplained lack of interest.

Contract Duration

- This signed contract will remain in effect until change may be required by either party whether studio/ instructor or parent/student.

Studio policy is subject to change at full discretion of the instructor. Every effort will be made to notify each student/family of any and all changes at least 2 weeks prior to implementation.

Liability Disclaimer

• Students should be on their best behavior before, during and after their lesson while in or on Studio property. Should an accident such as bodily injury or property damage of the Studio occur on the premises, the instructor, Kristy Aiello, cannot be held liable for legal reasons.

Photo Release

Any images or video captured of said student (_____) may be used for promotional purposes only on social media sites, Timeless Harmony Studio’s own website or for future advertising.

I agree to pay for (check one):

- 30 minute private lessons 45 minute private lessons

I agree to pay with the following payment schedule

Twelve equal payments, each due 1st of each month, beginning August 1st.

Two equal payments, due August 1st and January 1st

One payment, in full, due August 1st.

I have read the policies above and agree to abide by them.

Parent’s/Legal Guardian’s Signature _____ Date _____