



Jennifer Stilwell
stilwelljenn@gmail.com
(515) 868-4448 (call and text)

Studio Policies

Thank you for choosing me as your piano teacher! I love seeing each student progress in their musical skills. In order to create an environment for effective teaching, I have established the following policies:

Schedule:

We will schedule a weekly lesson time for each student. I will be sure to be ready on time for each lesson. Students should have their materials gathered and a pencil ready for their lesson.

At the beginning of each month, please let me know of any planned absences for travel or other reasons. I will do likewise, and you will not be charged tuition for those weeks.

Communication:

Feel free to email or text me anytime or call me between 10 am-8 pm if you will be missing a lesson or have any questions about your student's assignment. Please let me know how your child is doing! Did Suzy have a rough day at school before her lesson? Did Peter fall and break his wrist? I will tailor our lesson time to fit the needs of your child. If your child has any questions about their assigned material during the week, do not hesitate to ask me! I love answering their questions.

Tuition:

Tuition is \$25 for 30 minutes, \$37.50 for 45 minutes, and \$50 for 60 minutes. At the end of each month, I will email you an invoice. You can provide tuition payment online through Zelle, Paypal, or Venmo.

Please be assured that your tuition does not merely pay for your lesson time. I also develop lesson plans for each student, purchase supplemental teaching materials, and continue my own education through private piano lessons and professional development.

Missed Lessons:

If I cancel a lesson for any reason, I will try to schedule a make-up lesson time. If that is not possible, you will not be charged for the lesson. If you need to cancel a lesson, please let me know as soon as possible. Please keep cancellations to a minimum, for sickness or other emergencies. I am happy to schedule make-up lessons if I have openings within my regular teaching hours. I reserve the right to charge for a lesson in the case of no-shows.

Materials, Equipment, Extras:

Students must have an acoustic piano (preferred) or an electric piano at home on which to practice. Acoustic pianos should be tuned regularly. Piano technicians recommend tuning at least twice a year. Electric pianos should have 88 weighted keys, a stand, piano bench, music rack, and sustain pedal. Please let me know if you have any questions about your instrument!

If a student is in need of any books or materials, I will email it to be printed or share a link for the material so you can order it yourself. Although most piano books are available on Amazon, it is not always the most affordable. Music stores in your area may have the books in stock or may be able to place a special order for you at a better price. Please let me know if you have any questions about books or teaching materials.

For online lessons, a camera should be set up in such a way that I can see the keyboard, student's hands, and their face. Usually, setting up a tablet or laptop on a music stand or bookshelf works well for this. Please let me know if you have any questions about technology.

Dismissals/Termination:

If, for any reason, a student must stop having lessons, please give me one month's notice. I will have to dismiss a student if any of the following circumstances occur:

- Persistent absences
- Uncooperative attitude
- Failure to practice leading to a lack of progress
- Consistent failure to pay tuition on time

I have read and understand the above policies and procedures.

Signed: _____ Date: _____

Student Name(s): _____

Please, email completed form to stilwelljenn@gmail.com.