

**Piano Policy 2018-2019**  
**Mary E. Vanderslice**  
Centennial, CO 80015

Revised July 22, 2018. Effective September 1, 2018. Subject to change without notice.

**ATTENDANCE:** The calendar year includes the academic year, September-May, plus a flexible summer session, June-August. Students should plan to attend all scheduled lessons, and participate in my private student recital. Students are encouraged to participate in an appropriate student event or performance, such as Achievement Day, Composition Festival AMTA recital, Adult Potluck, Four Forms Festival, etc. Students are expected to be punctual and bring all required materials and music to a lesson. If a student needs to discontinue lessons, a 2-week notice is required. Students need to be picked up promptly at the end of the lesson or a fee of \$20 may be assessed. No food or drink except water in a bottle with a secure lid is allowed in the studio.

**TUITION EXPENSE FEE AND PAYMENT:** Tuition for each student is due and payable by bank check, cash, or other agreed upon payment (QuickBooks) to me one week in advance of each 3-4 week billing period. Invoices will be sent 1 – 2 weeks prior to each billing period. Each lesson is for one individual only. A late fee of \$10 may be assessed for payments not received by the start of the billing period. There will be a fee of \$20 for any nonsufficient funds checks. In addition, lessons may be terminated at any time for unpaid tuition. In addition, is a once yearly (annual) expense fee of \$30 per student is due which helps to defray the costs of borrowed books, recitals, materials, bookkeeping, etc. All appropriate books are included, unless otherwise agreed upon, and must be returned to me upon request. No refunds will be given for any reason. Lesson rates for students traveling to my home studio for regular weekly lessons are as follows: \$25 per lesson for one weekly 30-minute lesson, \$35 for one weekly 45-minute lesson, and \$43 per lesson for one weekly 60-minute lesson. The length of the lesson is determined by age and level. Lesson rates for travel lessons in which I travel to the student will be the same as above, plus a travel fee (TBD) for each lesson. There are no refunds. Three full-time active students in an immediate family (ex., siblings & parent) may qualify for a small discount.

**MAKEUP LESSONS:** Six makeup lessons per academic year (September-May) are allowed for current students for excused absences only. An absence due to illness, accident, or emergency is excused provided I'm notified at least 10 minutes in advance of lesson time. Lessons missed due to other reasons are excused provided notification is given at least 2 days in advance. It is the student's responsibility to arrange for a makeup time. Makeups should be taken in a timely manner.

**ABSENCES:** If I miss a lesson, it's my option to reschedule or credit the lesson. Time off from lessons may be necessary if one of the following occurs: 1) More than three unexcused absences 2) More than ten excused absences 3) An excess of unprepared lessons (9 or more) per year.

**PIANO IN THE HOME:** A well-maintained piano in the home is required and should be located in an area free of distractions. A good acoustic piano in working order is preferable to an electronic keyboard. I realize some students may have good reasons to opt for an electronic piano. An electronic keyboard should have 88 weighted keys, and a sustain pedal.

**PRACTICE AND ENCOURAGEMENT:** Students should consult with me concerning individual practice requirements. When appropriate, parents are encouraged to attend lessons quietly observe private lessons unless it changes adversely affects the quality of the lesson. Parents are encouraged to be active participants in practice.