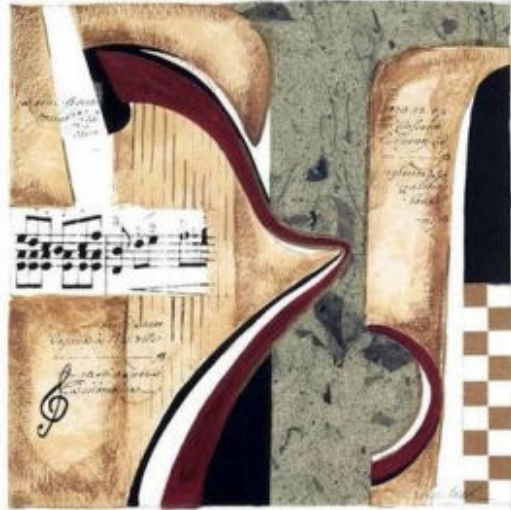


MONIKA DURBIN

STUDIO FOR FLUTE, PIANO, LEVER HARP



Studio Policy *(effective August 2010)*

Expectations

Students will be expected to practice regularly at home and will need to learn the presented material prior to advancing to new material. The lesson time is not a place for supervised practice; rather, it is a place to learn new material to be studied and practiced for the next lesson. This requires a considerable commitment from the student and needs to be understood prior to starting lessons.

Students are expected to keep their instrument(s) in good working condition.

If a student comes to their lesson without having practiced, without their lesson books, without an instrument in working condition, or without an instrument at all, the lesson time may be spent on one of the following activities. Activities are chosen at the teacher's discretion:

- Music Theory, Ear Training
- Music History (researching composers/pieces the student is currently studying)
- Music Composition
- Music-related games (rhythm, flashcards, etc.)
- Listening to and discussing recordings by artists of the student's instrument

Tuition Fees

Tuition is a flat monthly rate (regardless of holidays or five-week months) as follows:

- 30 minute lessons: **\$60** per month *(add \$2 fee if paying online via PayPal/credit card)*
- 45 minute lessons: **\$90** per month *(add \$3 fee if paying online via PayPal/credit card)*
- 60 minute lessons: **\$120** per month *(add \$4 fee if paying online via PayPal/credit card)*

Tuition is not an hourly fee for services rendered. Payment for the month does not guarantee any specific number of lessons received.

Tuition reserves your exclusive lesson time. It is non-refundable and does not include the cost of sheet music, music books, event registration fees, accompaniment services, or keeping the student's instrument(s) in good working condition.

Tuition Payment

Monthly tuition payments are due in advance, on or before the 1st scheduled lesson of each month.

Payments can be made by cash or check, either in person or by postal mail. A \$30 charge will be added for any returned checks. Checks should be made out to *Monika Durbin*.

Payments can also be made online by credit card or through PayPal, by visiting the studio website (a small fee applies to these online payments; see “Tuition Fees” above). The studio website is located at: **www.monikadurbin.com/studio**

If payment has not been received by the 2nd lesson of the month, the student may be dropped from the studio and the time slot will be lost.

Attendance & Make-Up Lesson Policy

Students should attend every lesson and make lessons and practice a priority in order to be successful. However, there will be times when a student will be unable to attend a lesson. The studio requires a 24-hour advance notice of most absences in order to qualify for a make-up lesson. If the absence is an emergency or sudden illness, please notify the studio as soon as possible. There is not a guarantee that the lesson will be rescheduled, but a genuine attempt will be made whenever possible. There is no adjustment in the monthly fee for missed lessons (rescheduled or not).

Please do not send sick students to the studio. Students who have fever or show signs of contagious illness will not be allowed in the studio.

No refunds will be given once the month has been paid for and the time slot is reserved for the student. If 24-hour notice was given, and if time is available, the student may request a make-up lesson. Make-up lessons must be scheduled within 1 week of the missed lesson, or the lesson is forfeited. If a make-up lesson cannot be arranged due to scheduling conflicts, no refund will be given. Once a make-up lesson is scheduled, it is final. There will be no make-up lessons for missed make-up lessons.

If, as your teacher, I must be absent due to illness/emergency or my performance schedule, I will try my best to arrange a make-up lesson. If this is not possible, the lesson will be credited on the following month's tuition.

Holidays & Summer Schedules

Full monthly tuition payment will be required regardless of holidays or breaks.

The studio will be closed on Thanksgiving Day and the day after Thanksgiving. During the month of December, the studio will be closed during the last two (2) weeks of the month. The studio will also be closed during the last week of May (the week of Memorial Day).

Summer lessons (June and July) will continue on the usual monthly fee schedule, regardless of vacations taken by the student. The make-up lesson policy outlined above will still apply.

Cancellation/Leaving the Studio

Please be considerate and give ample notice if the student is leaving the studio. This not only helps to fill that time slot, but more importantly, will provide time to wrap up pieces and technique currently being worked on in lessons. No refunds will be given once the month is paid for, whether the lessons are attended or not.

Recitals, Competitions & Festivals

Studio recitals will be held at least twice per year. Participation in recitals will help students gain performing experience, motivate and encourage students in their musical progress, and also build technique and musicality. Therefore, all students are encouraged to participate. Other recital, festival, and competition opportunities are available to students through your teacher's membership in the Pensacola Music Teachers Association.

I understand and agree to the terms outlined above.

Signature

Print Name

Name of Student(s)

Address, City, State, Zip Code

Cell Phone Number

Home Phone Number

Email Address