



## Policies and Procedures

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**Office Hours:**  
Mon-Sat 9am-8pm

I am available to contact by email, text, or call during office hours.

## I. BINDING NATURE OF THE STUDIO POLICY

1. The Studio Policy sets forth the rules and regulations necessary to make the learning experience beneficial for both teacher and student. Failure by the student or parent to comply with the Policy may result in the termination of the contract by the studio with no refund at the discretion of the teacher.
2. By enrolling in lessons with Envision Music Studio, you waive and release any and all rights and claims for damages for any and all injuries suffered by you or your child in any activity sponsored by Envision Music Studio.

## II. PAYMENT TERMS AND FEES

1. Envision Music Studio enrolls students by the semester, with tuition divided into five monthly installments. Payment is due on the first day of every month. All payments are to be made online, which you can access through the link in your invoice.
2. **Invoices.** The invoice will always be sent one week before the first of the month except in case of emergency. If the invoice is late for any reason, the due date for the payment is one week from the date on the invoice.
3. **Tuition.**

### **Spring and Fall semesters (18 weeks):**

30 minute lessons: \$512.50 per semester (or monthly payment plan of \$102.50/mo.)

45 minute lessons: \$666.25 per semester (or monthly payment plan of \$133.25/mo.)

60 minute lessons: \$820 per semester (or monthly payment plan of \$164/mo.)

**Summer semester.** The summer semester is billed by the lesson as the summer schedule is busy and often uncertain for many students. The schedule is predetermined by the parent and the tuition for the agreed-upon number of lessons will be due on the first day of each month. The rates are as follows:

30 minute lessons: \$25.62 per lesson

45 minute lessons: \$30.75 per lesson

60 minute lessons: \$41 per lesson

4. **Annual Tuition Fee Increase.** Envision Music Studio raises its tuition by 2.5% every year.
5. **Late charges.** Payments are due on the first day of every month. Payments not made by the fifth day of the month will incur a late penalty charge of \$20 per week per student.
6. **Returned checks.** There is a \$25 fee on all returned checks. The returned check fee plus the original payment must be provided before any further lessons will be provided.
7. **Materials Fee.** The studio will provide all necessary music instruction materials throughout the semester. The cost is covered by a one-time \$25 Materials Fee charged at the beginning of each semester. The materials fee is separate from the tuition payment, but may be combined with the first month's tuition payment for convenience.

### III. MAKE-UP LESSONS AND REFUNDS

1. **Make-up week.** Make-up lessons are not guaranteed. At the end of every semester the studio will host a make-up week. Every student is provided up to two make-up slots in the make-up week to be used in the event of cancellation due to student sickness or emergency. Mid-semester make-up lessons may be scheduled at the request of the student and will depend upon availability of the teacher.
2. **Holidays.** Envision Music Studio follows the holiday schedule of Seymour Community Schools, and is therefore closed during the following holidays:

1. Labor Day, MLK Day, Memorial Day, and July 4th
  2. Spring Break
  3. Fall Break
  4. Thanksgiving Break
  5. Winter Break
3. **Virtual option.**
- Sickness.** If a student is unable to attend a lesson because of sickness in the family, but is not sick themselves, the studio provides a virtual lesson option through Zoom so that the lesson is not missed.
- Inclement weather.** In the case of inclement weather, the studio will use the virtual lesson option to avoid dangerous traveling conditions as well as cancellation.
4. **Refunds and lesson credits.** Refunds or lesson credits for missed lessons are provided on a case-by-case basis at the discretion of the teacher, and are not guaranteed. Refunds or lesson credits may be received when attempts to use the above methods to avoid cancellation have been exhausted.
5. **Teacher Absences.** A teacher may cancel lessons due to illness or other emergencies. In this case, students can expect to receive make-up lessons in the make-up week at the end of the semester. Make-up lessons received due to teacher absence will not count toward the student's two make-up slots provided by the studio.

### III. CONTRACT TERMINATION

1. **Termination by student.** If a student decides to discontinue lessons, the studio requires 30 days advance notice of the termination. No refunds or credits will be provided for any pre-paid lessons except in extreme circumstances. In addition, any

scheduled make-up lessons will be cancelled with no refunds or credits provided. All unpaid fees must be paid prior to termination.

2. **Termination by teacher.** The studio reserves the right to terminate the contract with the student/parent due to excessive absences, failure to abide by the studio policies, or lack of cooperation by the student. Prior to any decision to terminate, the teacher will meet with the parent to discuss the situation. Refunds for pre-paid lessons will be provided.

### III. STUDENT/PARENT EXPECTATIONS

1. **Studio etiquette.**

**Food and drink.** No food or drink is allowed in the studio. Students are also prohibited from chewing gum while in the studio.

**Respect of other students' lesson time.** When entering and exiting the studio, students are asked to respect the ongoing lessons of the students before and after them. Students are asked to be quiet while waiting for their lesson so as not to disturb the previous student's lesson.

2. **Practice.** Students are required to practice no less than five days per week. Parents are expected to ensure that the student is given a quiet practice area. Parents should also monitor practice times to ensure that all of the student's assignments are completed.
3. **Punctuality.** Students should arrive no more than 10 minutes early and no later than five minutes early for their lesson to set up and tune if applicable. A tardy student will be given only the time remaining in the student's scheduled lesson period.
4. **Performance opportunities.** The studio holds two recitals per year. Recitals are not required, but are strongly encouraged.

5. **Parent attendance in lessons.** The studio highly recommends that parents sit in on their child's lesson. The studio also reserves the right to exclude a parent if the teacher determines that their presence is disturbing the child or impeding the progress of the lesson in any way.
6. **Materials.** Students are expected to bring all music and materials to every lesson.
7. **Fingernails.** It is impossible to maintain correct technique on the piano or stringed instruments with long fingernails. Students must keep their fingernails trimmed weekly. It is the responsibility of the parent to oversee this if the student is not yet capable of trimming their own fingernails.
8. **Cell phone use.** Students are expected to put away all electronic devices during their lesson and put cell phones on "do not disturb" in order to not interrupt the lesson.

### III. INSTRUMENTS

1. Students must own or rent a functional instrument outfit for instrumental lessons. All instruments purchased from outside the studio must pass a studio inspection prior to use in instruction.
2. There may be times that the instructor deems an instrument unfit for study. In these cases, the student must seek out proper repairs or a replacement instrument. Instruments will be inspected and approved in the first lesson.

**Signature Page:**

The Studio Policy sets forth the rules and regulations necessary to make the learning experience beneficial for both teacher and student. Failure by the student or parent to comply with the Policy may result in the termination of the contract by the studio with no refund at the discretion of the teacher.

By signing below, you waive and release any and all rights and claims for damages for any and all injuries suffered by you or your child in any activity sponsored by Envision Music Studio.

I, \_\_\_\_\_, have read and agree to follow the requirements  
(print name)  
outlined in this policy.

Student Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature  
(if 18 years or older): \_\_\_\_\_

Parent/Guardian Signature  
(if students is under 18 yrs): \_\_\_\_\_

