

STUDIO POLICY

I am dedicated to giving you or your child the finest music education.

In order to assure this quality I require a certain amount of cooperation from you. Here is an outline of my policies concerning payment, missed classes and holidays.

1. Private lessons meet weekly for 30 minutes or 1 hour. Piano lab. lessons meet for 1 hour & 15 minutes. Parents may stay at the studio and wait, also are encouraged to participate in the lesson, this way your child will get more benefit from it. Please do not leave your child unattended **PAST CLASS TIME**, I'm very busy teaching and I like to concentrate only on my scheduled lesson. Also there are sometimes that I have to leave early and your child may be my last student.
2. A lesson will be excused for emergencies only. There should be rare and I, as the teacher will be the sole judge of their validity. With sufficient notice (at least 48 hours in advance) a canceled lesson may be rescheduled for a later time at my convenience. A cancellation of a "make up lesson" cannot be rescheduled again. **If you accumulate more than one make up pending lesson, I can give you the last one only, due to the limited time available.**
3. Non-emergency cancellations, last minute cancellations, and "no shows" will necessitate charging the full lesson fee for the unused time reserved for the student.
4. Tuition is due and payable the first week of the month whether or not your child is in attendance; I will have your statement ready in advance, please send it by next class or mail it in case you are not attending to lesson on the first week, this is very important to me. A **late fee** of \$10.00 per child must be included with tuition paid **after the 10th of the month.**
5. I require a **Deposit** of \$115.00 (Piano Lab) or \$135.00(private Lesson) at time of enrollment, this will be use towards your last Piano Lesson, whether you decide stopping lessons or hopefully will be used when you graduate!!

REGISTRATION FEE

There's a registration fee at enrollment, after that new registration fee is required in the month of August of every year. Students who keep their enrollment with no breaks won't have to pay that yearly fee. **New Students won't pay Registration Fee.**

SUMMER VACATIONS

There are no lessons from June 15th to August 15th approximately; your June payment will cover for the two first weeks of June and the two last Weeks of August.

HOLIDAYS

Please note that some months will have five lessons due to the day of the month your class falls on, there is no extra charge for this. In addition, some months will have 3 classes; the number of classes per year will balance out to four lessons per month.

Below are the days or weeks we will not have lessons:

- Spring Break week
- Thanksgiving week
- Christmas break (2 weeks)
- Memorial Day
- Labor Day

If you have any question about this policy please ask me.

I want your experience with my studio to be a happy one.

Claudia Cossio

Chopin Studio