

## Kartsotis Clarinet Studio - Studio Policies

### MY RESPONSIBILITIES:

I will teach students the language of music in a positive and enthusiastic environment. My goal is to encourage the growth and development of curiosity and self motivation through music. I will tailor the curriculum to match each student's specific learning needs and goals.

### STUDENT & FAMILY RESPONSIBILITIES:

Students agree to arrive at each lesson punctually, well-prepared, and with their assigned music and instrument. Students should have four (4) working reeds with them at all times. To make good progress, consistent, and quality practice is necessary. Please ask questions about home assignments so both student and parents can completely understand assignments and goals.

Parents: If something is happening at home or school that is affecting your child please let me know. The more information I have, the more I can be sensitive to the needs of your child.

### TEACHING SERVICES:

Private Lessons - Private Lessons are offered weekly in 30, 45, or 60 minute sessions.

### TUITION & SCHEDULE:

Lesson tuition is billed at a **monthly flat-rate** and is determined by the lesson duration of your choice. Tuition rates are based on the number of lessons the studio schedules in the calendar year. There will be a minimum of 40 lessons (40 weeks) offered throughout the year. Pre-planned absences and holiday breaks have been factored into the rate, and will be communicated in advance.

**\*Please note that tuition payment reserves your weekly time slot in my calendar. Tuition payment does NOT directly correlate with the number of lessons received if there are pre-planned absences, or if the student does not attend the scheduled lessons.**

**Tuition payment must be made proactively by your first scheduled lesson of the month.** Payment is accepted via Zelle, Venmo, cash, check, credit card, or by enrolling in automatic payments that run on the 1st of each month. If payment is not made by your first scheduled lesson, or if the automatic payment method is declined, and the invoice remains unpaid 24 hours after the scheduled lesson or declined payment, a \$10 late fee will be applied.

### TUITION RATES:

60 minute lessons - \$270/month  
45 minute lessons - \$203/month  
30 minute lessons - \$135/month

## **CANCELLATION POLICY:**

**Lesson tuition is non-refundable.** If you cannot attend a lesson I ask that you please let me know as far in advance as possible so I can plan accordingly.

**Two (2) emergency cancellations on my part per calendar year have been factored into the monthly tuition.** Lessons cancelled exceeding this number will be given as much notice as possible, and will be given a makeup lesson.

## **MAKEUP LESSONS:**

**Tuition payment reserves your weekly time slot in my calendar.** If you miss your lesson or need to cancel for any reason, I cannot guarantee a makeup lesson.

In the case of genuine emergencies, please inform me as soon as possible if you will miss a lesson. As a courtesy, I try to accommodate rescheduling or makeups within reason.

## **COMMITMENT:**

When students enroll in lessons, they are reserving their weekly time slot in the studio. Changes to weekly schedules may be made on a case-by-case basis. If the student wishes to pause or discontinue lessons for a billing cycle, written notification must be received **via email** by the 15th of the previous month. In the case that notice is not received by that deadline, the full tuition amount will be charged, and the student has the option to attend all paid lessons that month.

*If you choose to discontinue lessons for a billing cycle (Ex. June or July) your spot cannot be guaranteed should you wish to return.*

Students are expected to arrive on time and ready to go. Please unpack/pack up your clarinets outside of the lesson room so lessons can start and end on time. Lesson times will not be extended because of tardiness. If a lesson starts late due to me running behind, your full lesson will be given to you either that week or the next week.

## **OBSERVED HOLIDAYS / PLANNED ABSENCES: [CLICK HERE](#)**