

## **PIANO STUDIO POLICY**

*Welcome to the exciting world of music! It has been my wish to share this unique art with you. As your tour guide, I am committed to make this learning process as enjoyable as possible. This policy ensures your right and obligation, please read it carefully.*

### **LESSONS:**

Each lesson is 45 or 60 minutes in length. Promptness is expected. Please arrive on time or several minutes early. Late students will **NOT** receive full lesson time.

### **TUITIONS:**

Please use Contact Us for the current rate. All payment is due on the first week of the new month or 7<sup>th</sup> of each month. In the event when breaks fall on the first week of the month, the tuition is still due on the 7<sup>th</sup>. If you are not sure about the exact amount due to book purchases or competition registration fee, please pay the base fee and wait for adjustment at the following month. Notice of tuition adjustment will be announced two weeks before the change.

### **PREPARATION:**

I wish learning piano is like going to the dentist – a one shot deal. Unfortunately, this is like a physical workout that needs constant practice and review. To ensure steady progress, students are expected to practice minimum 45 minutes a day, 6 days per week. If you record the lesson, please review it within 2 days after your lesson so you can improve the memory retention. If your child has something that he/she does not understand, please call me immediately.

### **MISSED LESSONS:**

Four (4) missed lessons per year will be made up only when availability is possible, provided that I must be notified via phone message or e-mail 24 hours in advance or in the case of the emergency. The definition of makeup in this studio means that I have to open a new slot custom to your schedule. Exchange the lesson time with other students will not count toward the makeup time. Each year a calendar of holidays will be distributed. The missed lessons will be made up from the month that has an extra week. Each student will get 46 lessons per year.

### **COURTESY NOTICE FOR LESSON DISCONTINUING:**

30 days advanced notice is required if you wish to discontinue the lesson. One month additional tuition is due if there is no advanced notice.

### **RECITAL & WORKSHOP:**

Performance is the part of learning experience. Therefore, each year students and parents are expected to attend one public piano recital. A workshop for students is given periodically depending on the need. Like the public recital, attendance is mandatory.

### **OTHER PIANO ACTIVITIES:**

Certificate of Merit program (CM in abbrev.), sponsored by MTAC, is strongly recommended but not required. Other activities, including competitions, will be offered as I feel your child is ready and interested.

### **LESSON MATERIALS:**

20% surcharge that covers the tax and handling fee will be applied to the book price. The amount is due at the following lesson when I bring the music. If you borrowed music from my library for audition, there will be \$3 charge to cover the cost of purchases. Any reprint of test materials like Certificate of Merit Technique exercises will be subject to \$20 reprint charge.

### **WHAT TO BRING TO THE LESSON:**

A simple notebook, your books, and 16 GB SDHC memory card

### **PUBLIC RECITALS/RECORDING LISTENING:**

While performing is important to the learning process, listening to professional recitals is also important. Each student is required to turn in four (4) listening reports on professional performance. They can be recordings or public recitals. I will be glad to provide the public recital information if you need them.