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Studio Policies

1) Music & Materials

are the responsibility of the student to purchase and bring to each lesson. This includes books and accompaniment CDs, if applicable.

2) Lessons are booked

by attending an assessment lesson and choosing a time slot. Payment of the non refundable Annual Registration fee is required to hold a spot for the student, with Lesson fees being due on or before the first lesson; see #6.

PLEASE NOTE:

During the schedule lesson time, students are under the teacher's supervision. However, as lessons are scheduled back to back, please be aware that parents/guardians are responsible for supervision before and after the lesson and parents of younger children (ages 6 and under) are asked to stay on the premises during the lesson.

3) Time slots:

- A time slot is booked from September-May, summer lessons are arranged separately.
- If needed, extra lessons may be scheduled in addition to, but not in place of, regular lessons.
- If a student's lesson time is no longer convenient, a new time will be arranged if possible.
- Two weeks' notice is required if students are not planning to return at anytime during the year.

4) Drop in Lessons

are available for students who do not have a regular time slot. Students who wish to "drop in" for a lesson (ie book an occasional lesson from time to time) may contact the studio the week of the desired lesson. These students will be fit into the schedule as time allows, but will take second priority to regularly scheduled students. Drop in lesson time slots may not always be available and that availability will vary from week to week.

5) Make-up Lessons

are available in the term in which the lesson has been missed, in accordance with the Missed Lessons Policies; see #8

6) Payment:

- Payment may be made by cash, cheque, or e-mail transfer. *Cheques should be made out to Tracey Stabback.*
- Receipts are issued at the time of payment. It is expected that students will keep the receipt for income tax purposes. If a duplicate receipt is needed, Administrative Fees will apply; see #9
- Students are paying for the teacher's time and are responsible to pay for the time slot being held for them according to the number of lessons in each month or term, not the number of lessons they are present for.
- Missed lessons are not carried over as a credit for the next month or term; see #8, Missed lessons.
- Lesson fees are due at the beginning of each term, *for the entire term*. Students who choose to pay by the month will provide the Studio with postdated cheques, at the beginning of the term, to cover the term fees.
- Individual Drop in lesson fees must be paid the day of the lesson. For Drop in lesson packages, the entire package must be paid for on or before the first scheduled lesson.

PLEASE NOTE:

*Lesson fees are non-refundable. Students who withdraw early from lessons will receive a credit or gift certificate for the remaining lessons, minus the required two weeks notice, which can be used towards Studio services, products, or programming.

7) Lesson fees (Effective September 1, 2018):

\$60/hour assessment/trial lesson for all first time private students.

REGULAR WEEKLY LESSONS:

These rates are for students booking a regular weekly time slot between September 1 and May 31.

*An annual registration fee of \$20/student or \$35/family is required to hold a regular lesson spot.

**Families who book 2 or more hours of private lessons per week receive the low term rate of \$45/hour.

Subject	Type of Payment	½ hour lesson	¾ hour lesson	1 hour lesson
Voice	Monthly	\$34/lesson	\$45/lesson	\$56/lesson
	Term (3 months)	\$28/lesson	\$39/lesson	\$50/lesson
Vocal-Piano or Vocal-Violin or Vocal-Recorder	Monthly	\$32/lesson	\$43/lesson	\$54/lesson
	Term (3 months)	\$28/lesson	\$39/lesson	\$50/lesson
Piano or Violin or Recorder	Monthly	\$30/lesson	\$41/lesson	\$52/lesson
	Term (3 months)	\$28/lesson	\$39/lesson	\$50/lesson

Dramatic Speech Arts	Monthly	\$30/lesson	\$41/lesson	\$52/lesson
	Term (3 months)	\$28/lesson	\$39/lesson	\$50/lesson
Music Theory or Music History or Ear Training & Vocal Sight Reading	Monthly	\$30/lesson	\$41/lesson	\$52/lesson
	Term (3 months)	\$28/lesson	\$39/lesson	\$50/lesson
Song Writing & Composition	Monthly	\$30/lesson	\$41/lesson	\$52/lesson
	Term (3 months)	\$28/lesson	\$39/lesson	\$50/lesson
Semi-Private Lessons (2 students together- all subjects)	Term (3 months) No Monthly Payment Option	\$20/lesson	\$25/lesson	\$30/lesson
Small Group Lessons (3-5 students together- all subjects)	10 Week Term No Monthly Payment Option	\$175 + supplies 45min weekly lessons		

DROP IN LESSONS AND SHORT TERM COACHING SESSIONS:

These rates are for students who do not have a regular time slot, no registration fee is required. Missed Lesson Policies apply once lessons are booked; see #8.

*Single Drop in Lessons and Coaching Sessions are \$35/half hour or \$60/hour for all subjects. These lessons can be booked at any time of year subject to Studio availability.

*Drop in Lesson and Coaching Session Packages are available between September 1 and June 30. These lessons can only be booked from Tuesday-Saturday before 6:00pm and are subject to Studio availability.

PACKAGE A (\$275): 5 hours of lessons to be used within 3 months of purchase date.

PACKAGE B (\$525): 10 hours of lessons to be used within 5 months of purchase date.

8) Missed lessons:

BY THE TEACHER: Your teacher is a professional musician who may need to reschedule lessons due to rehearsals and performances. If lessons are cancelled by the teacher, the following policies apply:

With 24 hours' notice, a make-up lesson will be arranged as soon as schedules allow.

With less than 24 hours' notice, students may opt to either schedule a make-up or take a lesson credit for the next month or term.

BY THE STUDENT: Sometimes unavoidable situations may arise that require you to miss your regular lesson time. If lessons are cancelled by you, the following policies apply:

With 24 hours' notice, a make-up lesson will be arranged as soon as schedules allow, up to two times a term (3 months). After those make-up lessons, no other arrangements will be made for missed lessons and no credit will be given.

With less than 24 hours' notice, no other arrangements will be made. There will be no credit for this lesson.

PLEASE NOTE:

*Missed make-up lessons cannot be rescheduled and no credit will be given if they are missed.

*In the case of extended absences (more than 2 weeks), make-up lessons may be arranged or the student may let go of their time slot and re-book a time slot when they return to regularly scheduled lessons.

*There are no make-ups or credits given for missed Semi-Private or Group Lessons missed by the student.

9) Administrative fees:

- Annual Registration fee \$20/student or \$35/family
- Duplicate receipts and Detailed Payment Statements: \$5 each
- Practice Theory Exam Papers corrected outside of a student's lesson: \$25 each
- Song Transposition for recital, exam, or competition purposes: \$30 each

10) Accompaniment:

-In most cases, the student is responsible for making accompanist arrangements for performances, auditions and competitions. A list can be obtained from the teacher. The student is responsible for making all rehearsal & payment arrangements with the accompanist.

-The teacher will make accompanist arrangements for studio recitals and performance classes. Students will equally share in the cost of this accompanist and will pay the teacher directly.

-The teacher will also make accompanist arrangements for exams, competitions, and other events *if two or more Studio students are participating*. Students are responsible for making payment arrangements with the accompanist.

11) Communication and Privacy:

The primary method of communication by the Stabback Music Studio is through e-mail. By providing your email address, you are consenting to Stabback Music Studio sending you electronic communications which may include newsletters as well as information regarding our products and services. You may withdraw your consent at any time by contacting stabbackmusic@sympatico.ca. The Stabback Music Studio may also use your personal information to send you information on third party products and services which may interest you. Your personal information is not shared outside the company.

I have read and accept the policies out lined above.

Parent/Student

Date