

2024-25

Full Term Studio Policies

TUITION AND SCHEDULE AT-A-GLANCE

MONTHLY TUITION RATE

30 min. lessons / \$120

45 min / \$160

60 min / \$200

NOTE: Students taking a combination of two separate types of lessons, (e.g. violin & piano,) are charged separately for each (e.g. \$240 for 30 minutes violin followed by 30 minutes piano). However, a \$15 monthly tuition discount will be given to families paying for dual lessons.

IMPORTANT DATES

August 26:	Term Registration Deadline
September 3:	2024 / 25 Term Begins
November 17:	FALL RECITAL 3pm
November 25-29:	Thanksgiving Break (Studio Closed)
December 7:	HOLIDAY OPEN HOUSE 2-4pm
Dec. 23-Jan. 2:	Holiday Break (Studio Closed)
April 6:	SPRING RECITAL 3pm
May 31:	Term Ends

TUITION DETAILS

Registration Fee/Monthly Tuition includes the following:

- 1) Reserves your weekly time slot.
 - 2) Access to My Music Staff and all of it's resources (see below).
 - 3) Customized tracks for learning songs and for recital use.
 - 4) Customized lessons that include vocal techniques and exercises that fit the needs/goals of the student.
 - 5) 2 Recitals per year for performance opportunities as well as the Holiday Open House.
- Included in the September tuition is a yearly \$20 registration fee per family which will secure the student's spot for the year and cover administrative costs for the student.
 - Tuition payment invoices will be emailed from My Music Staff on the 1st of each month and payment will be due **no later than the 5th**. You have the option to opt-in to automatic payments through your portal, or payment can be made by check (made out to Noelle Howard), Venmo (@Noelle-Howard-5), PayPal or Apple Pay.
 - In the event a payment is declined/returned, the payment method must be adjusted and re-payment made. If payment isn't received by the 5th of the month, a \$10 late fee will be added. If a payment is late more than 2 times, you will be required to opt-in to the automatic payment system. After that late or returned payments may result in termination of the student's enrollment.
 - Students who join the 2024-25 term after September will still owe the \$20 registration fee up until January 1, after which the fee will be reduced to \$10 for the remainder of the term.
 - Monthly Tuition rates are fixed for the entirety of the current Studio Term but are subject to change yearly depending on cost of living increases as well as number of days the Studio is closed for Holidays

or other reasons. These changes will be communicated before each new Fall registration opens.

- If a student would like to **add additional lessons** into their schedule in preparation for a recital or a school performance or competition, they can be purchased on an individual basis at the per /lesson rate which is as follows: **\$30/30 minute lesson, \$40/45 min., \$50/60 min.** The additional cost will be added to their next monthly invoice.

LESSON DETAILS

- Lessons are offered in the studio and online. (Online option only available to students outside a 20 mile radius of the studio or for an occasional makeup lesson)
- Lessons are available in 30, 45 and 60 minute time increments. Beginning students start with 30 minutes. Once a student progresses and shows consistency and commitment to musical growth, 45 or 60 minute lessons will become an option.
- Flat monthly tuition rates are based on 36 available lessons September 3 - May 31. Weeks where lessons are not held are listed above and on the online calendar.

MY MUSIC STAFF

All students who register for a Term will be granted special access to my online Fine Tune Arts Studio system in My Music Staff. Each student will have their own portal where they can:

- See lesson notes from each lesson
- Keep track of their repertoire and progress
- Enter their daily practice sessions
- See the studio calendar to request make-up lessons
- Access music pdfs, tracks and demos

Please check the calendar regularly for updates.

CANCELLATIONS/LATE ARRIVALS

- Lesson cancellations **with at least 24 hour notice** will receive a make-up lesson credit which **must be redeemed within 1 week or it is forfeit**. Only one lesson credit per student will be approved and accommodated per month. **Make-up credits cannot be applied to tuition.**
- Cancellations **without 24 hour notice** are forfeit. **If the late cancellation is an extreme circumstance/emergency** the lesson can be rescheduled within 48 hours if a slot is available or can be added to their next weekly lesson if their normal lesson time is 30 minutes.
- Late arrivals: Your tuition payment reserves your predetermined lesson time. If your lesson time is 9-9:30 am, for example, and you arrive 10 minutes late, then you will have a 20 minute lesson ending at 9:30 am. **In unexpected circumstances if you let me know ahead of time that you will be late, I will adjust your lesson time if it works with my schedule.** However, if it becomes a habit I will no longer accommodate late arrivals. My goal is to respect your time as well as my own.
- **Please consider the online option** for the following circumstances:
 - 1) A student feels slightly under the weather
 - 2) Weather is preventing the student from traveling.
- Before attempting to schedule a make-up lesson, please check the calendar in My Music Staff for my availability before sending me a message.
- Lessons cancelled by the studio will be given as much notice possible and will be rescheduled within 30 days.

WITHDRAWALS

- If you wish to withdraw from the studio for any reason, **WRITTEN 30 DAYS NOTICE** is required.

- **Tuition for the current month will not be refunded** and remaining tuition will be charged at the prorated rate per lesson through the date that is 30 days from the given notice. As an example, if a withdrawal notice is given on April 23 and there are two lessons in May left before the May 23 withdrawal, those two lessons will be charged at the Studio per lesson rate (see above under Tuition Details) This gives the instructor time to fill the vacancy left by the student.

EXPECTATIONS

- Students are expected to continue lessons year round to avoid reversing their progress. (Summer Studio Session runs July 8-August 23. **Students who take AT LEAST 6 lessons during the Summer Session are guaranteed a studio spot in the fall**).
- All students are expected to practice regularly and come to their lessons **on time and prepared with the appropriate materials (lesson books, music binder, water, note paper)**.
- If you are unable to print your music at home, a copy can be made in the studio for \$1 per song.
- **Sheet music must be printed** (not in electronic form) as students are expected to mark up their music as part of the learning process.
- Minor students should not bring cell phones to their lessons.
- Practice time can/should be logged through the student portal in My Music Staff. Daily practice is encouraged but a minimum of 5 days per week is expected. **Consistency is as important as time spent**.
- Parents of minors and students are expected to check My Music Staff regularly for notes from their lesson each week and for updates to the calendar.

- **Recital participation is highly encouraged.** 2024-25 recital dates are listed above so you can reserve them well in advance. **Please keep all printouts of music** as they may be used for a future recital.

MUSIC/MATERIALS

Resources used for lessons will be posted in the student portal. Parents/Students are responsible for buying any books/materials needed for their lessons (that are not available in the online resources) and making sure they have them at each lesson. If the studio purchases something on behalf of the student, payment will be due at the next lesson. Purchases will never be made without permission.

THEORY

Music theory is included in all lessons in a very basic way. However, more in-depth music theory instruction/ear training can be added by choosing the “Advanced Music Theory” option on your registration form (or you can tell us verbally at any time) and purchasing the theory workbook on the resources list.

SCHEDULING PRIORITY

All effort will be made to give a student their first choice of lesson days/times. However, should a conflict arise, priority will be given to the student who:

- Has consistent weekly attendance.
- Attends the Summer Session or 3 or more Summer Summits.
- Practices regularly.
- Participates in recitals.
- Has been with the studio the longest.

USE OF PHOTOS/VIDEOS

Unless otherwise requested in writing, Fine Tune Arts Studio is granted permission to use photos and short videos of students for promotional purposes. Only first names will be used.

INJURIES

You assume all risk of injury or harm to the child(ren) or adult(s) associated with participation in musical activities at Fine Tune Arts Studio, and agree to release, indemnify, defend and forever discharge Fine Tune Arts Studio and its instructors from all liability, claims, demands, damages, costs and expenses in the unlikely event of injury sustained by your child(ren) or adult student during the lesson or as a result of their participation in Fine Tune Arts Studio musical activities.

OPPORTUNITY FOR TUITION DISCOUNT

Refer 2 students for a free 30 minute trial lesson, you will earn a \$20 credit to be applied to your tuition the month following completion of the trial lessons. Free trial lesson coupons to give to potential students are always available in the studio. Make sure you remind them to let us know that you referred them to us!

Please read, print and sign this document below and bring it to your first lesson in the 2024-25 Term OR email it to us. It must be signed by a parent/guardian if the student is a minor.

BY REGISTERING AND PAYING TUITION FOR LESSONS WITH FINE TUNE ARTS STUDIO, I CERTIFY THAT I HAVE READ AND AGREE TO THE STUDIO POLICIES FOR THE YEAR.

NAME _____

DATE _____

**Policy last amended 6/4/24*