

This policy is in place to protect the student, the parent, and the teacher, and serves to ensure that lessons run smoothly and without conflict. Remember that, while taken seriously, music lessons are meant to be enjoyable as well as educational. If you have any questions or concerns regarding this policy or your child's lessons, please do not hesitate to contact me.

Lessons

Students may enroll for lessons at any time, and, after the second lesson, are expected to remain enrolled for the entire academic year.

Lessons will take place at the teacher's studio in West University Houston.

Scheduling

Lessons will be held weekly for the fall semester (September through December) and the spring semester (January through May).

Summer lessons are required while both the student and teacher are in town, but with flexible scheduling.

Tuition

Tuition reserves the student's weekly time slot in the teacher's schedule throughout the year and is required regardless of attendance.

Rates

60 min. lesson = \$65

45 min. lesson = \$50

30 min. lesson = \$35

Tuition is paid monthly and is calculated by multiplying the lesson rate by 4 weeks (3 or 5 weeks for certain months). Additional lessons are allowed based on the teacher's availability.

Payment

Tuition is to be paid in advance at the last lesson of each month. Tuition is payable by cash or check. Checks are to be made out to "Chloé Trevor". Late payments will incur a \$10 fee, which will be waived once a semester. There will be a \$30 fee for returned checks.

Tardiness

The student will contact the teacher by phone if they expect to be late for a scheduled lesson.

If a student arrives after their scheduled lesson time has begun, the teacher will complete the lesson in the remaining portion of the time slot. Additional time for student tardiness is not guaranteed.

If the teacher arrives after a scheduled lesson has begun, the teacher will give additional time past the time slot to compensate for their tardiness with mutual acceptance of the student's schedule.

Rescheduling

Students needing to reschedule a lesson should let the teacher know **at least a week in advance** to ensure a time slot.

Cancellations

Students must cancel lessons by phone or email with **at least 24 hours notice**. Cancellations are considered excused for illness, family emergency, or severe weather (public school closures).

Excused cancellations with sufficient notification will be given a make-up lesson within the month or lesson credit towards the following month.

No-shows, or cancellations without sufficient notification will not be given make-up lessons or lesson credits.

The teacher may need to reschedule or cancel a lesson due to illness, family emergency, or performance engagements. In this case, the teacher will provide a make-up lesson within the month or lesson credit towards the following month.

Make-Up Lessons/Lesson Credits

Only 3 excused cancellations will be allowed per academic year.

Excused cancellations will be given make-up lessons within the month or lesson credits towards the following month. If a student cannot attend a scheduled make-up lesson, the lesson will be considered forfeited. Make-up lessons are not guaranteed and are subject to availability. If a make-up lesson is not possible, a lesson credit will be applied toward the following month. After 3 excused cancellations, further cancelled lessons will be considered forfeited and will not be given make-up lessons, or lesson credits.

Withdrawal

Students should consult with the teacher if they are considering discontinuing lessons to make sure there are not areas that can be resolved. If the student still decides to discontinue lessons, **one month's notice is required**. The lessons remaining in that month will be finished out, or held for 6 months as credit in case of return. There are no refunds for withdrawals.

Materials

Instruments and additional materials are not included in tuition.

Students are expected to bring all necessary materials to their lessons. This includes their instrument, shoulder rest, rosin, cleaning cloth, assigned music, lesson notebook, and a pencil.

Violins can be rented and materials can be purchased locally at Amati Violin Shop (2315 University Blvd, Houston, TX 77005) or Lisle Violin

Shop (2450 Bissonnet St, Houston, TX 77005). Online resources for materials other than instruments include www.sharmusic.com and www.swstrings.com.

If a student is considering purchasing an instrument or graduating to a larger size instrument, the teacher must be consulted to ensure a proper instrument for the student.

Parental Involvement

Students 10 years and younger must have a parent or guardian present at the lesson. The parent will take notes and act as the student's "home teacher". Parental involvement is welcomed and strongly encouraged for all students, but not required for students 10 years and older.

Recitals

There will be two studio recitals given per year (one per semester) at the New Heart Christian School of Music (10815 Fallstone Rd, Houston, TX 77099). Participation is required with the exception of unforeseen conflicts. A potluck reception will follow each recital. Additional fees will include hall rental and accompanist rehearsal time. Specifics will be provided closer to the recital date.

Summer Lessons and Festivals

Lessons are expected to continue during the summer as long as the teacher and student are both in town. The summer months are a wonderful chance to make great strides on an instrument, as school is not imposing on a student's time and mental energy. Regular practice is still expected, though conditions where an instrument is not available due to travel are understood. Students are expected to take their instrument with them to practice on long trips if at all possible.

Students are encouraged to participate in summer music programs and festivals. The student is expected to consult with the teacher for their expert opinion regarding potential programs to ensure that the best decisions are made for the student's education.

Agreed to on this date: _____

Student Signature: _____

Parent Signature: _____