**Policies & Guidelines for Students**

**Lessons**

* **Time**: Students will have the opportunity to enjoy one 30-minute lesson each week.
* **Practice:** In order to fully benefit and enjoy your lessons, students should practice their assigned music once during each day of the week – no set amount of practice time is required, but students will more quickly feel comfortable with their music if they practice each piece once each day.
* **Access to a Piano/Keyboard**: In order to practice each day, students will need easy access to a piano or keyboard during the week.
* **Promptness**: Students deserve to have a full 30-minute lesson each week. In order to ensure that they receive their full 30-minute lesson, and that the next student enjoys his/her full 30-minute lesson, students must arrive on time. Each lesson will end as scheduled no matter when the student arrives (if the student arrives 15 minutes late, the student’s lesson will last only 15 minutes).
* **Bring Music**: Students must bring their music (all 4 books) and assignment notebook with them to their lesson each week. It is difficult to have a productive piano lesson if students do not bring ALL of their piano music.
* **Early Arrival**: Students who arrive a few minutes early should wait inside their car until it is time for their lesson. In this way, each student will be able to enjoy his/her entire lesson without interruption from the next student.
* **Wash Hands**: Upon entering the studio, students must first wash their hands in the studio bathroom before sitting down at the piano.
* **No Distractions:** Parents are welcome to observe the lesson; however, siblings and friends cannot remain in the studio during the lesson, because it will distract the student from fully focusing on the lesson.
* **No Food/Drinks:** If the student has an after-school snack, he/she must eat/drink it before entering the studio.

**Behavior**

* Students must be respectful and not disruptive throughout the lesson
	+ If not, a Parent will be asked to remain in the studio during the lesson.
	+ If the student misbehaves or is disruptive during a lesson, Magnolia Music Piano Studio reserves the right to cancel the lesson at any time without providing a refund for the lesson.
	+ If the student continues to misbehave or be disruptive during lessons, Magnolia Music Piano Studio reserves the right, at any time and at the Studio’s sole discretion, to no longer provide lessons to a student.

**Attendance**

* If a student misses a lesson and calls beforehand, he/she may make up the lesson at another time, if lesson times are available
	+ make up lessons must be scheduled within the same month that the student missed the original lesson
	+ If the student misses a lesson during the last week of the month, the student may make up the lesson the following week, if lesson times are available.
* If a student misses a lesson and does not call beforehand, a make-up lesson will not be scheduled, and a refund for the missed lesson will not be provided.
* If the student misses three consecutive lessons without prior notice, the student will lose his/her lesson time and a refund for the missed lessons will not be provided.
* Students should not come to their lesson if they are not feeling well. If a student misses school on the day of his/her lesson because the student is not feeling well, the student cannot attend the piano lesson. A parent must call prior to the lesson time in order to be eligible to reschedule the piano lesson.

**Registration and Tuition**

Registration Fee: $50.00 per student

The Registration Fee covers application costs and the student’s first set of music/theory books. The cost of additional music/theory books (either lost/misplaced books or books for the next learning level) will be charged on monthly invoice in addition to the monthly tuition.

Tuition and Payments

* Tuition is $30.00 per lesson for each student, paid in advance on a monthly basis.
* Tuition Invoices for payment of the following month’s lessons will be provided to parents on the last lesson of the month.
* Monthly tuition payments are due at the first lesson of each month.
* There are no refunds for missed lessons. Subject to the terms and limitations of the Attendance Policy, students may reschedule a missed lesson; however, no refunds will be provided for any missed lesson.
* Tuition will not be pro-rated when lessons are abbreviated when a student is late to a lesson. The 30-minute lesson will end at the time allotted no matter what time the student arrives.

**Spring Recital**

* Magnolia Music Piano Studio presents a Recital each Spring.
* All students are strongly encouraged, but not required, to participate in the Recital.
* A Recital Fee will be charged in full to the March Invoice for all students who will be participating in the Spring Recital.
* The Recital Fee will be announced in January. The amount of the Recital Fee is dependent on the cost of the venue and the number of students participating.

**Books**

* Magnolia Music Piano Studio will supply the first set of instructional books; the cost is included in the $50 Registration/Book fee.
* The cost of the next set of books for each new level will be added to the tuition invoice.
* There are four books for each level:
	+ Piano
	+ Theory
	+ Performance
	+ Technique.
* Students must bring all four books to each lesson along with the assignment notebook provided at registration.