**Dr. Ahn Piano Studio Policy**

This policy has evolved from two decades of my private teaching experience as well as other piano studios throughout United Stated. It aims to benefit your child musical study every minute of every lessons.

**Annual Fees**

* Annual materials/registration fee for one student is $30.00 per year
* Annual materials/registration fee for a family is $50.00 per year

The yearly fee is collected in June, to reserve a place in the schedule for lessons the following year. Materials fees go toward office supplies, Compact Discs, and videos used to enhance piano study. New students pay the materials/registration fee at the initial interview.

**Tuition**

* Lessons during the school year are based on a monthly tuition which reserves your child a specific weekly time slot and membership within the studio. Tuition covers your private lessons during the school year, as well as teacher’s time spent planning each lessons, attending professional meetings, and Piano Teachers’ organizations fees. Tuition will remain fixed from month to month, regardless of the number of lessons. Lessons falling during holidays and breaks listed in the Studio Calendar below are included in the monthly rate and will not be credited or refunded.
* **Monthly tuition is based on four lessons at an hourly rate.**
* **Tuition is due in advance**, no later than by the first week of the month. If you are not at the first lesson of the month for any reason, you must pay the tuition the week before or mail in the tuition by the due date. There will be a **$10.00 late fee for any payments received after the 10th of each month.**
* Parent-teacher conferences are held during the lessons and are included in monthly tuition.
* **Special discounts** will be considered in certain situations such as piano lessons taken by two or more children in the same family, lessons taken twice a week, and family financial difficulties due to sudden circumstances.

**Studio Calendar**

Tuition during the school year is the same amount each month, regardless of holiday schedule. Please bear in mind that some months contain an extra week for which there is no additional charge.

**There will be no lessons held on the following dates.**

**Labor Day**

**Fall Break**

**Thanksgiving Break**

**Christmas Break**

**Spring Break**

**Memorial Day**

\*Note: Dr. Ahn Piano Studio follows the Ridgewood school calendar for Thanksgiving, Fall, Winter, and Spring Breaks.

**Summer Schedule and Tuition**

* It is important that students keep the momentum of their musical progress throughout the year. However, there will be more flexibility in the summer schedule to accommodate family vacations and other special activities. During the summer months, each lesson will be paid at an hourly rate. At least six lessons per student in June- August are recommended.

**Attendance**

* Regular attendance of lessons is an issue of responsibility and choice on the part of parents and students. The studio will not assume any financial responsibility for student’s absence(s) due to illness, weather, sports, etc. Please bear in mind that some months contain an extra week for which there is no additional charge. The studio will, however, assume financial responsibility should the instructor become ill, be out of town, or cancel for any reason. In such case, credit will be given towards the following month’s tuition.
* The piano studio will be open on official school “snow days”. Lessons missed due to weather cannot be made-up or refunded.
* In case of an upcoming scheduling conflict you are aware about in advance, you may swap the lesson times with another family.
* Please provide 24 hours courtesy notice when your child is ill. Please do not come to your lesson sick. If he/she is not well enough to attend school, he/she is not well enough for a piano lesson.
* Emergency situation will be handled on a case-by-case basis.
* TARDINESS: Please be on time! If a student arrives late, time will not be taken from the following student’s lesson to accommodate late arrivals.

**Lessons**

* Lessons are by appointment only. Time slots are scheduled prior to the start of each school year.
* Students must arrive for their scheduled lesson time and be picked up immediately after the lessons. Students are expected to bring all necessary music and materials to the lessons.
* Lesson time must remain as focused as possible- siblings or visitors are welcome to attend provided they remain quiet.

**Studio and Studio Procedures**

* **REMEMBER**- the studio is an extension of the private residence and must be regarded and respected as such. Please remove your shoes before entering the studio. You may bring a clean pair of socks to wear in the studio.
* **No food or drinks** (except water) is allowed in the studio. An exception may be made for adults only, provided that they assume full responsibility for the expense of cleanup or repair of damage to the studio due to spills or other like accidents.
* Students must wash their hands immediately before lessons. Instruments are expensive and require exceptional respect. Clean hands and fingers are a must before playing any instrument. Simple cleanliness and personal hygiene on everyone’s part can help reduce disease transmission.
* Shortly trimmed nails are a must.
* **PARKING**. All long-term parking is along the cul-de-sac only. The driveway is off limits to all vehicles and is not to be used to head in/back out for turnaround purposes. **At no time is prolonged parking in the driveway permitted**. Please-**do not** use any of the neighbors’ driveways for any reason.

**Your Piano**

* Home environment should include a satisfactory, playable acoustic piano. The instrument should be tuned at least once a year.
* Ask your piano technician to check the functions of all pedals and keys. Practicing a fine, tuned instrument with even tone and consistent key action is necessary for students of all levels.

**Recitals and competitions**

* During the year, several performing opportunities are made available to qualified students. These events provide pupils with further incentive to practice and excel and can have a positive effect on a student’s sense of accomplishment. Recitals build confidence and reinforce the concept that good practice habits make good pianists.
* When student reach an appropriate level of advancement, they will be eligible to participate in the studio’s class recitals. Those students whose piece(s) is/are not performance level two weeks prior to the scheduled event will be withdrawn from the program.
* There will be recital fee which includes rental charges, program cost, and instructor/accompanist’s time.
* The last lesson before a recital or a competition is a dress rehearsal.
* Each year, the various organizations provide educational and competitive opportunities for qualified students. Such events may be offered by the instructor to those students who seem to possess the necessary maturity, discipline, and preparation to participate in such events. Bear in mind that these opportunities require a high level of determination, more serious practice habits- and the ability to perform in a competitive arena with a high level of confidence and intensity.

**Termination Policy**

* The Studio requires 30 days written notice for students terminating lessons for any reason. Following the termination notification, a 30 day tuition payment is required. In addition, the Studio reserves the right to terminate lessons with any student for non-compliance with any of the stated lesson policies and requirements.