

# Nicole Cortero's Piano Studio Policies

Welcome to Nicole Cortero's Piano Studio! I am excited to be a part of your musical journey and explore music with you. Below is a detailed studio policy, as we must have a clear mutual understanding of expectations of our lessons between the student, and the instructor.

## **Student Expectations:**

- Be on time for the lesson. Late arrival will result in lost lesson time.
- It is strongly recommended to not have excessive distractions during the lesson.
- Students are encouraged to practice piano for at least 30mins/1hr a day

## **Lesson Materials:**

- Students should have materials such as a notebook, lesson books, theory books, technique books. However, materials depend on the student's level.
- It is the student's responsibility to purchase books that are needed in lessons.

## **Equipment:**

- Students must have a digital piano or an acoustic piano to use and practice on.

## **Virtual Set-up:**

- For online lessons: a laptop/tablet and a stand are needed for a better side-angle view of the student's posture and fingers.

## **Instructor's Expectations:**

- The instructor must be on time. Missed lesson time will be made up.
- If for any reason the instructor is unavailable to have a lesson in a given week, the student will be notified ahead of time.
- Missed lessons by the instructor will be made up.

## **Absence and Make-up Policy:**

- Students are expected to arrive on time for the lesson. Late arrival will result in lost lesson time.
- If the student is more than 15 minutes late without notice, the lesson will be forfeited.
- **If a lesson is canceled or needs to be rescheduled, the instructor needs to be notified at least 24 hours in advance of the originally scheduled lesson.**
- **Failure to notify within 24 hours will result in a forfeited lesson and will not be refunded.**
- Lesson cancellations made for emergency purposes will be rescheduled.

**Billing:**

- The lesson payment is organized into a monthly tuition fee.
- **Monthly tuition will be due on the 1<sup>st</sup> of the month. There will be an additional \$40 fee for late payments.**
- Please note that there are some months with five weeks. Therefore, please adjust the tuition accordingly to include an extra lesson.
- Tuition payments:
  - \$80** for 1-hour lesson            Example: **\$320**/month for 4, one-hour lessons
  - \$40** for 30-minute lesson        Example: **\$160**/month for 4, thirty-minute lessons
- There will be an additional **\$50**/month travel fee per student for lessons conducted at the student's residence.
- Payments for the piano lessons are only accepted via Zelle, Paypal, or Venmo. Checks and cash are not acceptable.

**Discontinuation:**

- The instructor has the authority to terminate the student's enrollment who continuously fails to abide by the studio policies.

**Student/Parent and Instructor Contract**

I have read and agree to the above terms and conditions:

\_\_\_\_\_  
Student's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Instructor's Signature:

\_\_\_\_\_  
Date: