

Atlanta Piano Fortissimo Lesson Policies

General Policies

Lessons:

Piano lessons are held once per week in student's home.

The elements incorporated into each student's curriculum include: sight reading, ear training, music theory, technique and artistry and performance skills. The amount of work assigned as well as practice schedule will depend on student's level and will be discussed with each student individually.

Books and lesson materials:

All necessary books, sheet music and lesson materials may be purchased from the teacher at a cover price or the student may choose to buy the materials on his own. The students will always be notified in advance when and what new material has to be purchased.

Lesson Expectation:

1. The student has to be ready to start the lesson when the instructor arrives. Lost time due to the student's tardiness will NOT be made up. Any tardiness on part of teacher will not result in a loss of lesson time. The lesson will last in full or the time will be made up at a later lesson.
NOTE: Typically the teacher will arrive in the window of 15minutes early to 15 minutes late due to traffic and anticipation of the elongation of the lesson day. Please, be understanding as this can be expected with any in-home service.
2. The student is responsible for providing an instrument in proper working condition. If you are using acoustic piano it has to be tuned yearly and be mechanically sound. If you are using a keyboard, it has to have a minimum of 61 weighted keys for the beginning students and 88 weighted keys for intermediate/advanced student.
3. The room where the piano lessons are taking place should be free from distractions, such as television, pets, siblings etc.

Practice Requirements:

Students are required to commit to a minimum amount of practice time agreed upon. It is suggested that parents encourage students to practice and be involved in developing their child's good practicing habits. As you know, your child will only be as committed as you are. That's why to make piano study a productive and enjoyable experience it is important for parents to motivate and support the student.

Behavior:

Discipline is required to learn how to play the piano. The students are expected to be attentive at the lesson and respectful of the teacher at all the times. The misbehavior will not be tolerated and the parents will be notified about it immediately. Extreme misbehavior will result in dismissal of lessons.

Attendance:

1. Regular attendance of lessons is a responsibility and choice on the part of parents and students. **There will be NO refunds/credits given for student absences.** If you must miss a lesson, a 24-hours' notice is required in order to qualify for a makeup lesson. Lessons missed without a proper notice will be forfeited.
2. The student must be on time for the lesson. The teacher has no obligation to make-up or extend the lesson time if the student is late. No refunds or credits are given for lessons missed due to late arrival or no-show.

Rescheduling or cancelling the lessons by Student:

1. Lesson cancellation notice must be given 24hr in advance except for the cases of emergency, such as sickness or emergency travel. The teacher would offer a make-up lesson ONLY for classes cancelled 24hr in advance.
2. Cancelling the lesson due to sporting events, field trips, appointments, extracurricular activities, vacation etc. is NOT considered to be an emergency and may not be done the last minute. Students who cancel a lesson last minute for any reason other than emergency will immediately forfeit that lesson.
3. All rescheduled lessons will be made up at the discretion and convenience of the teacher. Missed/cancelled lessons will NOT be deducted from monthly invoice and there are never refunds given for missed lessons.
4. There is a limit of 2 rescheduled/cancelled lessons per semester. Any lessons cancelled above and beyond 2 will not be made up and charged in full.

Scheduling Make-up Lesson:

1. It is responsibility of a student/parent to schedule make-up lessons.
2. All re-scheduled lessons must be completed by the end of the current semester; make-up lessons will not carry over to the next semester and neither will be credited/refunded.
3. There are two options to make up a lesson:
 - reschedule a lesson to a different day/time mutually agreed between the teacher and a student
 - add extra time to the future lesson/lessons if teacher's schedule allows so.

Rescheduling or cancelling the lessons by Teacher:

Lesson missed due to instructor unavailability or sickness will be made-up at a mutually agreed time.

Discontinuation of Lessons:

1. If a student wishes to terminate the lessons, notification must be given a minimum of two weeks in advance of the final lesson.
2. The student is financially responsible for those last two weeks of lessons and may choose to attend or be absent.
3. The teacher reserves the right to discontinue teaching any student. In this event, lessons will be discontinued after the last paid lesson has taken place.

Tuition and Payment:

1. All lessons are to be paid in advance on a monthly basis by the 5th of each month.
2. The lesson tuition remains the same regardless to the number of lessons in a given month.
3. Monthly rate is based on 48 lessons per school year (holidays/school breaks are NOT included) divided by 12 months.
4. Payment must cover the entire month of lessons. Payments for individual lessons are not accepted.
5. **We accept PayPal payments** and invoice students via e-mail.
6. A reminder will always be sent at least 24hr before the tuition due date.
7. In case of late payment a \$25 fee will be added to current lesson fee and an updated invoice will be sent. Lessons will be postponed until a new balance is paid. No exceptions.
8. If a student is starting the lessons in the middle of the month, the first month tuition will be pro-rated based on the number of lessons a student actually takes during that given month.
9. There is an annual fee of \$30 per student (or \$25 per student if there are two or more students in the same household) billed with August tuition. Beginning January 1, this fee is pro-rated to \$15 for those enrolling for the remainder of the school year.

Lessons during Holidays and School Breaks

1. There will be no regularly scheduled lessons during:
 - one week of Spring Break
 - one week of Thanksgiving Holiday
 - two weeks of Winter Break
2. There will be regularly scheduled lessons falling on Monday (Labor Day, President's Day, Martin Luther King, Jr. Day etc.) as well as teacher workdays, professional development days or student holidays
3. Summer lesson schedule is flexible and tuition is prorated during the months of June and July **only**.
4. If a family is on vacation during the time when the lessons would normally take place an advanced notice (at least two weeks) is required to qualify for make-up/s. Missed lessons will be rescheduled based on availability of both parties before the current semester ends.

Recitals

We offer two formal recital performances per year (in Winter and Spring). All the students who had at least 6 to 12 months of instructions should be ready to participate. However, if the teacher determines that the student is not ready for a recital, the teacher reserves the right to not allow that student to participate in that particular recital. Recital fee is billed with December and May lesson tuition.

Communication

All of Piano Fortissimo instructors are independent contractors and have no other duties or authority rather than providing the student with a high quality comprehensive piano instructions. The communication regarding policies, invoices, event announcements would be done through the administrative staff. Piano Fortissimo, LLC reserves the right to change the instructor at any time.