

Studio Policies, 2023-2024

Attendance:

1. Regular attendance of lessons is a responsibility and choice on the part of parents and students. A 24-hour notice is required in order to qualify for a makeup lesson. **There will be NO refunds/credits given for student absences** without notice.
2. 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:

1. **Lesson cancellation notice must be given 24hr in advance** except for the cases of emergency, such as sickness or emergency. The teacher would offer a make-up lesson **ONLY** for classes cancelled 24hr in advance.
2. **There is a limit of two rescheduled/cancelled lessons per semester.** Teachers are NOT obligated to remake any lessons cancelled above and beyond the two total.
3. **Missed/cancelled lessons will NOT be deducted from your monthly invoice** and there are never refunds given for missed lessons. All rescheduled lessons will be made up at the discretion and convenience of the teacher.
4. Lessons missed due to teachers cancelling will be remade at a mutually agreed time.

Scheduling Make-up Lesson:

1. **It is the responsibility of a student/parent to schedule make-up lessons.**
2. All banked lessons must be completed within **8 weeks or prior to the end of the semester, whichever comes first.** Lessons cancelled less than 8 weeks prior to the semester end must be completed by the last day of the given semester. **Make-up lessons will not carry over to the next semester** and will not be credited or refunded.
3. There are **two ways 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.

Discontinuation of Lessons:

1. **Lessons are scheduled year-round.**
2. If a student wishes to terminate the lessons, **a 30-day notice** must be given in advance of the final lesson.
3. **The student is financially responsible for the last month of lessons** and may choose to attend or be absent.
4. **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 monthly.
2. On the 1st of each month, **we will automatically bill the card** you put on file.
3. **The lesson tuition remains the same regardless of the number of lessons in each month.**
4. In case of late or declined payment, lessons will be postponed until the balance is paid.
5. 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 takes during that given month.

Registration Fee:

There is an annual fee of \$30 per student 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:
 - Spring Break (April 1st – 6th)
 - Thanksgiving Holiday (November 19th – 25th)
 - Winter Break (December 21st – January 3rd)
 - Summer Break (May 25th – 31st)
 - Labor Day (September 4th)
 - July 4th Holiday (July 1st – 4th)
2. There WILL BE regularly scheduled lessons falling on President's Day Monday, MLK Monday, Fall break, as well as teacher workdays, professional development days or student holidays.

Recitals:

We offer 4 performing opportunities throughout the year (Fall Concert, Winter Recital, Federation Festival, Spring Recital). Teachers always determine whether the student is ready for a recital and reserve the right to not allow that student to participate in that recital.

Recital fee is billed in addition to the tuition fee during the month that recital takes place.

Communication:

All of Piano Fortissimo instructors are independent contractors and have no other duties or authority than providing the student with high-quality comprehensive instruction. 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.