

Studio Policy

- i. **ATTENDANCE:** Students are required to attend all the lessons and classes that have been scheduled with the teacher, and all students should arrive at lessons promptly, with all required materials and music.
- ii. **PIANO IN THE HOME:** A piano in the home is required. The piano should be located in a quiet room away from the television and other distractions. An acoustic piano should be tuned at least once a year.
- iii. **MAKE UP LESSONS:** An absence due to illness, accident or family emergency is excused provided the teacher is notified at least 24 hours in advance. Lessons missed due to family vacations are excused provided notification is given at least a month in advance.
- iv. **TEACHER ABSENCES:** The teacher reserves the right to miss lessons due to illness or professional commitments. The teacher can hire a substitute teacher or reschedule such lessons.
- v. **PRACTICE:** Students are required to practice a minimum of five days per week and meet the minimum practice time requirement as determined by the teacher. Every student is expected to make steady progress in his/her study at a pace appropriate to his/her own age and abilities. Parental supervision of weekly lessons and daily practicing may be necessary for the youngest students. For students from the middle elementary grades and beyond, supervision is not necessary, but parental help and daily reminders may be needed until the student is mature enough to establish a self-directed daily practicing routine.
- vi. **LESSON TERMINATION:** Students may be asked to discontinue lessons if they have more than three excused absences and unprepared lessons. Lessons may also be terminated for unpaid tuition.
- vii. **Studio Class:** About once a month, students may attend a studio class with other students in the studio. These classes provide the chance for students to socialize with other aspiring musicians, engage in musical activities to review concepts learned in lessons, and practice performing for an audience in a comfortable environment. Ensemble playing, group games, or presentations on topics in music theory and history may also be included.
- viii. **TUITION AND PAYMENT:** The tuition should be paid at the first lesson of every month, and it doesn't include the music books and materials. No refunds will be made for students who

terminate lessons in the middle of the term. There will be no refunds for missed lessons. The teacher reserves the right to raise fees at the beginning of each new teaching year.

The following rates are effective through August 31, 2017:

45-min private lessons	\$60
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60-min private lessons	\$75
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- ix. **PARENTS PARTICIPATION:** Parents are encouraged to practice with students at home, and the teacher reserves the right to ask the parent not to attend the lessons if the parent's presence alters the quality of the lesson.

- x. **OFFICE HOURS:** The teacher might not be able to discuss student progress with parents before or after the lessons since other students might have lessons at those times. Parents should call or schedule an appointment with the teacher, if they have concerns or questions. The most convenient time to reach the teacher is Monday – Thursday 6-8 pm at 312-560-7037. E-mail messages (songlina88@hotmail.com) are encouraged.