

KEY & CLEF music studio

Studio Policy

Welcome! We are excited to be a part of your music education! Please read the following thoroughly.

Lesson Details:

- Fall Term - 16 lessons available during the months of August - December.
- Spring Term - 16 lessons available during the months of January - May.
- Summer Term - 4 or 6 week packages available during the months of June - July.
- There are three locations for lessons - Our Local Studio, the Student's Home, or Online.

Tuition:

- "Tuition Costs" can be found at keyandclef.com
- When you register, you are agreeing to pay for the entirety of the term. If you choose to withdraw before the end of the term, you will still be obligated to pay for the remaining tuition.
- Payments are due on the 1st of each month. The first payment of the term is due with registration.
- Payments may be made by cash, checks, or Paypal ONLY. Paypal transactions will be charged an extra 3.5%.
- Late payments made more than 7 days from the due date will be assessed a \$10 late fee per student and will be added to the next invoice.

My Music Staff Account:

- My Music Staff will be used for studio/student calendars, online payments, and communication.
- You will receive set-up instructions for your account after registering online.

Attendance / Events:

- A calendar for the current term and events is provided on the website. I recommend printing it for your reference.
- There will be no make-up lessons for student missed lessons.
- Any lessons missed by the instructor will be made up within the term.
- If the instructor is unable to make-up the missed lesson, it will be credited to the following term.

Materials:

- Each teacher may require additional materials (e.g. assignment book) and will contact you directly with details.
- Students will be responsible for any books and supplies that need to be purchased. Links will be provided for items to be purchased from www.amazon.com. If an item is not found on amazon, your teacher will purchase the item and it will be added to your invoice.

Weekly Responsibilities:

- Children are expected to practice 5 days a week. The amount of time each day will be determined by the instructor. A consistent practice schedule will ensure faster progress. Adult practice time will be determined based on your schedule.
- Depending on the age of the student, parents may need to be actively involved in their child's practice routine.

If you have any questions, please email Alison Braley, alison@keyandclef.com, or use the contact form on the website.