

# Cantabile Piano Studio with Hannah O. Kim

## Policies/Agreement

\_\_\_ **General Information** | Weekly private lessons are offered in 30, 45, or 60-minute sessions as scheduled depending on the student's age/level or their preference.

\_\_\_ **At The Studio** | Students are expected to arrive for lessons in a timely manner, with all required materials and music. Absolutely no drinking (only water in a safety bottle acceptable) or eating during the lesson, you may do so before or after the lesson, or I will ask you to wash your hands thoroughly. Another course or activity at the same time during the lesson is absolutely prohibited. It is rude and disrespectful for you and your instructor and not pay attention to the lesson. Your instructor has the right to dismiss you at any time for the behavior.

\_\_\_ **Dress Code** | Please keep your nails short for safety and avoid pajamas during lessons. For female students: You may paint with short nails are acceptable. For male students: Cover yourself during the lesson at any time.

\_\_\_ **Parental Involvement** | Parents/guardians are welcome to attend lessons anytime they wish, or you may quietly pursue in the waiting area. Feel free to text or call me regarding your child's progress or if you have any concerns or other questions. However regular practice is essential for every student's progress and success. Students are encouraged to practice daily and follow the practice recommendations provided by the teacher. Please help your child, be supportive and actively participate in practice at home.

\_\_\_ **Instrument, Equipment, & Materials** | Students must have access to a well-maintained instrument at home appropriately. 88 – full keys are mandatory (either electric or acoustic). It is the responsibility of the parents/guardians to ensure that the instrument is in good working condition and properly tuned. Acoustic pianos should be tuned twice a year. It is the students' responsibility to purchase all their materials own their own assigned by teacher. Students are recommended to use tote bags to carry books and materials for the lesson. I would highly recommend all students bring their own notebook and folder to keep track of their homework and additional worksheet from lesson safely. \*If you lose print homework or music, you will have to print out yourself next time on your own.

\_\_\_\_ **Electronic Device** | Any electronic devices are prohibited or remain silent during lesson.

You may use your devices to search for musical related assignments only or record lesson purpose during lesson after made consultation with your teacher.

\_\_\_\_ **Calendar & Schedule** | Studio will not be providing lessons the following dates include the week of Thanksgiving, Christmas, Spring break usually in mid-March, Summer vacation date will be different depends on student's situation, & three days off for Labor Day in September. Dates are indicated below. The teacher will make the decision to have one month off for their vacay (no credit for student for this month) or 4 times days off chances for serious illness (with advanced notice). The instructor will either find a substitute for you, you can take lessons virtually, or you may resume to in person lesson when your teacher gets back from vacay. If the teacher decides not to take vacation off, students may continue lessons as scheduled.

- Thanksgiving: 11/25 – 12/1
- Christmas: 12/23 – 1/3
- Spring break: 3/13 – 3/20
- Summer break: students' preference with advance notice with no credit and unpaid
- Labor Day: September/3-5
- Teachers' vacay: one month off

\_\_\_\_ **Tuition & Payment Due** | Student Name(s): \_\_\_\_\_

Fee: \_\_\_\_\_\$ (Weekly/Monthly/Semesterly)

Every student's tuition may be varied and has the option of paying tuition in one of the following methods below.

- (1) Weekly. This is usually for short – term contracts.
- (2) Monthly. Payments are due on the 1st of each month and no invoice will be provided.
- (3) Or, in two large semesterly, equal installments. Payments are due every August 1st and February 1st.

Payments may be mailed as a check or given to the teacher in hand at a lesson. Late payments will incur a late fee of \$5 for each day late. The teacher reserves the right to raise fees at the beginning of each new academic year.

\*\*I do accept payments from Payal, Venmo, Zelle, or any other online payment system.

\_\_\_ **Makeup & Missed Lessons** | Due to the teacher's limited availability, makeup lessons cannot be guaranteed. If an absence is due to an emergency, the teacher will try to accommodate a makeup lesson. Please notify the teacher at least 24 hours in advance of any known absences. Cancellations lesson from student within less than 24 hours will not be credited or rescheduled. If weather or illness prevents in-person attendance, makeup or virtual lessons are available. The teacher will wait for a maximum of 5-10 minutes; beyond that, the lesson is considered missed with no refund or makeup. It is the student's responsibility to track lesson schedules. Missed lessons without prior notice will not be credited or refunded. Any missed lesson by the teacher will be made up or credited back to the student's account.

\_\_\_ **Discontinuing Lessons** | Students may stop taking lessons at any time. Ideally, this decision is made with discussion between the teacher, parent, and student for a positive closure. The teacher requests two weeks' notice in writing before discontinuing lessons and will respect the student's right to end lessons at any time. Note: The teacher may ask students to discontinue lessons if they have unpaid tuition, any misbehavior, excessive absences or unprepared lessons, or show a lack of interest.

\_\_\_ **Studio Events** | Each year, the studio will provide several exciting events for students and their parents. Unfortunately, all studio events are currently pending.

\_\_\_ **Communication** | There are many great ways to stay informed regarding studio news, achievements, and events! Please follow up with your email or text from your teacher.

- **Studio Monthly Newsletters/Announcements:** Please read studio monthly newsletters and other occasional emails, which will be sent in your email inbox. Newsletters will include things such as related piano information, recognize student achievements, and announce the dates of studio events.

The best way to contact me is via text or email. Phone calls are welcome anytime on every Monday to Saturday & 11am to 6pm. I will get in touch with you shortly.

# Confirmation

Please sign this form to confirm everything that you have read thoroughly and agree to our studio policy carefully and indicate whether you give permission for photos and videos of the student to be used on our website or YouTube.

\*\*Please have your initial signed agreement, confirmation, registration form, and first payment to the teacher before the first lesson.

I have read and agree with the studio policies / requirements listed above.

---

Student Signature / Full Legal Name      Today's Date

(Or Parents/Guardians if student is under 18)