**Studio Policy of \_\_\_\_\_**

M.Ed. B. Ed. ARCT, AMRC, Dip. FA

Master of Education - music major

Bachelor of Education – elementary school music major

Associate of the Royal Conservatory of Toronto

Associate of the Mount Royal Conservatory

Member of Alberta Registered Music Teachers’ Association

Diploma of Fine Arts – Kodaly Method

As a member of ARTMA since \_\_\_\_\_, this assures you that I have the required qualifications both in performance and pedagogical knowledge for instruction in piano as set out in the Societies Act ARMTA (1982) of the Revised Statutes of Alberta.

**Guidelines**

* A Non-refundable registration fee of $\_\_\_\_\_\_ per person must accompany each signed policy.
* Tuitions will cover 40 sessions consisting of 36 scheduled lessons and 4 studio meets and recitals.
* Fees are payable by post-dated cheques dated the first day of each of the ten months.
* If early withdrawal from lessons occurs, one month’s tuition will be withheld.
* Non-participation in studio meets will forfeit participation in the year-end awards recital.
* Please arrive five minutes prior to lesson commencement with required materials, clean hands and short fingernails. Punctuality is for the student’s benefit and is appreciated.
* Students who are asked to perform at the piano in activities outside of the studio should inform me so that ample preparation may be made.
* Parents are welcome to sit through their child’s lesson at any given time.
* I reserve the right to discontinue lessons at any time for any student who is not progressing at an acceptable pace.

**Missed Lessons**

* Students who become ill and have notified the teacher before 8:00 AM the morning of the lesson day, are entitled to have a make-up lesson if a mutual time can be agreed upon.
* Students who find other activities that take them away from their regular lesson cannot hold the teacher responsible for that missed lesson. Therefore, adjustment will not be made for time lost or lessons missed due to truancy, lateness, social inconvenience, or inadequate practice.
* If the teacher finds it necessary to cancel or reschedule a lesson, it will be made up at the mutual convenience of the student and the teacher.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the above policy. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please enclose registration fee with this policy and return as soon as possible to secure your lesson opening.