Studio name

Studio policy

Term or school year, for example September 2026 to June 2027

Teacher: Your name | Email | Phone | Website

About the studio:

One or two sentences on who you teach and how, for example "Piano lessons for students aged 6 to adult, built on reading, technique and music they love."

1 Lessons and scheduling

- Lessons are ☐ 30 ☐ 45 ☐ 60 minutes, once a week, at a regular time agreed at enrollment.
- The ☐ term ☐ school year runs from _____ (start date) to _____ (end date) and includes _____ (number) lessons. The studio calendar, with holidays and breaks, is at _____ (link).
- Lessons take place at ☐ address ☐ online through _____ (platform).
- A lesson that starts late because of a late arrival still ends at the scheduled time.
- Students under _____ (age) are dropped off and picked up by an adult, no more than _____ (5) minutes before or after the lesson.

2 Tuition and payment

- Tuition is _____ ($amount) per ☐ month ☐ term ☐ lesson.
- ☐ Monthly tuition is the year's total divided into _____ (number) equal payments.
- ☐ Tuition reserves a weekly lesson time for your student and is not reduced for lessons the student misses.
- Tuition pays for lesson time and for the work around it: lesson planning, ☐ recital costs, ☐ studio materials, instrument upkeep and the studio's running costs.
- A registration fee of _____ ($amount) is due at enrollment ☐ and each year on _____ (date). It covers ☐ materials ☐ recital costs ☐ administration and is not refundable.
- Invoices are sent on the _____ (day) of each ☐ month ☐ term and are due by the _____ (day).
- We accept ☐ card ☐ bank payment ☐ PayPal ☐ check ☐ cash. ☐ Families on auto-pay are charged on the due date. ☐ A convenience fee of _____ (amount or %) applies to card payments.
- ☐ Siblings receive a _____ (number) % discount on each additional student's tuition.

3 Late payments

- Payments received after the _____ (day) are late, and a late fee of _____ ($amount) is added once per invoice.

- If an account is more than _____ (number) days overdue, lessons pause until it is paid, and the weekly time may be offered to another student.

4 Student cancellations and make-up lessons

- To cancel, please tell us at least _____ (24) hours before the lesson through ☐ the family portal ☐ email ☐ text to _____ (number). Other channels do not count as notice.
- A lesson cancelled with at least _____ (24) hours' notice earns one make-up credit. Lessons cancelled with less notice, and lessons missed without notice, are not made up or refunded.
- Make-up credits must be used within _____ (60) days. A student can hold up to _____ (2) credits at a time and earn up to _____ (number) per ☐ term ☐ year.
- Make-up lessons are booked into open times on the studio calendar. A missed make-up is not rescheduled.
- Credits have no cash value and are not refunded when a student withdraws.

5 Teacher cancellations and bad weather

- If ☐ the teacher ☐ the studio cancels a lesson, you will be offered a make-up lesson, ☐ a substitute teacher or a credit of _____ (the lesson price) on your next invoice.
- We will give at least _____ (24) hours' notice, except in an emergency.
- When _____ (school district) closes schools for weather, the studio closes too. Lessons that day ☐ move online at the usual time ☐ are made up or credited as in the first point.
- Weather closures are announced by ☐ text ☐ email ☐ the family portal by _____ (time) on the day.

6 Holidays and breaks

- The studio is closed on _____ (holidays and breaks). These dates are on the studio calendar and already accounted for in tuition.

☐ Summer lessons are ☐ optional ☐ needed to keep your weekly time for the fall and are scheduled ☐ flexibly ☐ as a package of _____ (number) lessons.

- Family vacations do not reduce tuition. Please tell us _____ (two weeks) ahead so your time can be offered as a make-up to another student.

7 Illness

- Please do not come to a lesson with a fever, a contagious illness or new symptoms.
- If the student is well enough to play but should stay home, the lesson can move online at the usual time with _____ (one hour's) notice.
- Lessons missed for illness follow the make-up rules in section 4. ☐ The notice period is waived for sudden illness once per term.

8 Recitals and events

- The studio holds _____ (number) recitals a year, in _____ (months). Students are ☐ encouraged ☐ expected to perform.
- A recital fee of _____ ($amount) covers _____ (the venue, accompanist and programs) and is added to the _____ (month) invoice.

☐ Festivals, exams and competitions have their own entry fees.

9 Materials and practice

- Students need ☐ method books ☐ a notebook ☐ a metronome ☐ an instrument in good working order by the first lesson.
- ☐ Books are ordered by the studio and added to your next invoice at cost. ☐ Families buy books from _____ (store or link).

☐ Piano students need a tuned acoustic piano, or a full-size digital piano with weighted keys and a sustain pedal, at home.

- Students are expected to practice _____ (number) days a week for about _____ (number) minutes.

10 Communication

- The best way to reach the studio is ☐ email ☐ text ☐ the family portal. Messages are answered within _____ (one business day), not during lessons or after _____ (time).
- Reminders and news are sent by ☐ email ☐ text ☐ the family portal. Please keep your contact details up to date.
- To talk about progress or concerns, please ask for a call rather than using another student's lesson time.

11 Studio etiquette and property

- Please park _____ (where), and wait ☐ in the waiting area ☐ in the car until the lesson before yours has finished.
- ☐ Siblings may wait quietly in _____ (the waiting area) with an adult.
  ☐ Please do not bring siblings into lessons.
- ☐ Please remove shoes and wash hands before playing. Phones are silenced during lessons.
- Food and drink stay ☐ in the waiting area ☐ outside the studio, except water in a closed bottle.
- Studio instruments, equipment and lending-library books are handled with care. Lost or damaged items are ☐ replaced ☐ charged at replacement cost.
- Copyrighted music is not photocopied for students, except as the law allows.

12 Photo and video consent

- The studio sometimes takes photos and videos at lessons and recitals for ☐ the studio website ☐ social media ☐ newsletters.
- On the enrollment form you choose whether your student may appear, and with or without their first name.

- You can change your choice at any time by writing to _____ (email). We never share students' last names or schools online.
- Families may record their own child at recitals for personal use, and should not post other students without their parents' permission.

13 Withdrawals and notice

- Please give ☐ 30 days' ☐ one month's written notice to stop lessons. Tuition is due for the notice period, whether or not lessons are attended.
- ☐ Registration fees and lesson packages are not refundable.
  ☐ Prepaid lessons not yet taught are refunded.
- The studio may end lessons with _____ (number) days' notice, for example if tuition is unpaid or this policy is not followed, and will refund prepaid lessons not yet taught.

14 Changes to this policy

- This policy is reviewed every ☐ year ☐ term. Any change is sent in writing at least _____ (30) days before it takes effect.