

**Tara Buzash  
Piano Lesson Policy  
September 2011**

I have decided on the following guidelines based on my years of teaching experience. You have the right to expect an excellent standard of teaching from me, including artistic example, responsibility, punctuality, cheerfulness, patience, and energy. Setting these guidelines allows me to do my job as educator and to maintain regularity in my schedule.

I reserve the right to revise my policy at any time. Any revision of the policy will be communicated to you before the changes take effect.

**I. DURATION OF LESSONS**

The teacher shall determine the duration of the student's lesson.

*In general,*

0 to 2 years piano experience: 30 minutes;  
2 to 4 years piano experience: 45 minutes;  
4 years or more piano experience: one hour.

The duration of the lesson shall not change from week to week.

**II. FEE SCHEDULE**

The teacher shall be paid \$35.00 for a 1/2 hour lesson, \$45.00 for 45 minutes, and \$55.00 for one hour. Payment shall be required *per lesson*. For example, two half-hour lessons in a row would cost \$70.

Payment shall be required in advance for three months of lessons, and every three months thereafter.

If the family knows in advance that the student will not be available for a lesson during a certain week, then payment will not be required for that week.

Biweekly lessons may be arranged for adults only. Students up to age 21 must take weekly lessons.

If a student signs up for six months at a time, he or she will receive one free lesson. This is offered as an "Economic Incentive." Adults who take biweekly lessons will receive 50% off of one lesson. The student must sign up for six full months with at least three lessons in each month (four lessons if the month has five weeks).

The family member discount is one free lesson per month, per extra family member. The family members must belong to the same household. Also, each family member must sign up for at least three lessons in the month (four if the month has five weeks) in order to receive the discount.

For new students only, a trial period of two lessons is available before the three-month payment is required. Payment is required for the trial lessons.

### **III. BOOKS AND SUPPLIES**

The family shall be responsible for purchasing any books and supplies that the teacher feels the student needs in order to develop properly. These may include an assignment notebook, one or more songbooks, a theory book, an exercise book, a metronome, and a footstool (for young children). The teacher shall not be expected to make the purchases for the student, though this is sometimes possible.

### **IV. THE INSTRUMENT**

The family shall provide an acoustic or digital piano of reasonable quality for the student to use in practicing. An acoustic piano should be tuned every six months. A digital piano should have enough resistance to provide for finger exercise and strengthening, and it should be "touch-sensitive" to allow for expression and subtleties of control. Depending on the level of the student, the digital piano may also require a damper pedal and the full length of an acoustic instrument (88 keys).

### **V. CANCELLATIONS AND MAKE-UPS**

If the student is unable to come to the lesson, the teacher will either offer to make up the lesson at a different time and/or date, or apply a credit to the next month's lessons. Make-ups are preferable to lost lessons and both teacher and student should do their best to find an alternate date.

If the family then cancels the make-up, the lesson is forfeited.

In the event of student cancellation, the make-up must occur within 30 days of the cancelled lesson, or the lesson is forfeited.

No more than one student cancellation per month will be accepted. Additional cancellations will not be made up or refunded.

If the teacher must cancel the lesson, she will do her best to offer a make-up date and time that suits the family. If none can be found, a credit will be applied to the next month's lessons.

The teacher reserves the right to cancel lessons at any time (holidays, for example) without offering make-ups. If no make-up is to be offered, the teacher will refund the cost of the lesson.

In the event of a "no-show" (i.e., the student does not come at the appointed lesson time), no refund will be available.

The only acceptable reason for same-day cancellations is illness or emergency. Same-day cancellations for reasons such as social events or travel will be treated as no-shows.

### **VI. CONCURRENT TEACHERS**

If a family elects to hire an additional piano teacher for the student, *this must be disclosed*. The

teacher will accept this situation at her discretion.

## **VII. PRACTICE**

Daily practice is essential to learning the piano. The family will need to establish a daily routine for the student that includes piano practice.

At each lesson, the teacher will clearly explain the student's practicing assignments for that week. The teacher will write the assignments in a book. The student is expected to complete the assignments by the next lesson.

Parental help may be required if the student is too young to read.

## **VIII. RECITALS**

The teacher will schedule recitals twice a year. This is a proof of progress, and a healthy way for students to share what they have learned and for all involved to encourage each other. Students up to the age of 21 are *required* to participate in each recital. Adults are not required, though strongly encouraged.

## **IX. ONLINE LESSONS**

Hardware requirements include a Mac or PC computer with high quality external speakers (such as Logitech, Sony, or Bose) and a webcam. For software, we will use Skype video. Everything in this lesson policy applies to online lessons. For recitals, if the student is too far away to come in person, it may be possible to use Skype and a large-screen projector to broadcast the student's performance to the audience. If the technology can be arranged, then the student is required to perform in the recital.

Online lessons are available for students age 13 and up.

I have read this policy and I understand it.

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Signed

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Date