

Kristen Todd, B.M., M.M.

Studio Policy and Agreement (2024-2025)

Schedule | Weekly lesson dates and times will be given on an attached document.

Academic Year | The academic year of ten months (September through June) will consist of 38 lessons.

Summer Months | During July and August, lessons are scheduled flexibly and at everyone's availability. They are not part of the tuition charged during September through June, and are priced per lesson.

Attendance and Cancellation | Regular weekly lessons are essential to a student's progress. Notify the teacher as soon as possible regarding known absences.

Missed Lessons | Tuition is not refunded if a student misses a lesson. Instead, two make-up lessons per year are offered on scheduled make-up days. If I arrive at your home for our regular scheduled lesson time and the student is not home, a make-up lesson will not be offered.

Make-up Lessons | If the student must cancel, two online make-ups are offered each year on designated make-up days (listed on attached schedule). These are scheduled on a first come-first serve basis. Make-ups will only be offered online.

Inclement Weather | We will meet online in the case of inclement weather.

***Tuition** | Tuition includes the student's weekly lesson time, lesson planning and repertoire preparation, driving time and car mileage, scheduling, communication with parents, recital organization and booking, as well as professional development dues and conferences. Tuition assures that the teacher will be present on the dates/times on your attached schedule, to teach 38 private lessons as scheduled in the academic year. **Annual tuition is split into ten monthly installments to be paid in the form of check, cash, or via PayPal, Zelle, or Venmo.** Payment reminders are sent at the end of the month with payment due date.

	Cost per month
30-Minute Private Lessons:	\$ 175
45-Minute Private Lessons:	\$ 230
60-Minute Private Lessons:	\$ 285
75-Minute Private Lessons:	\$ 335
90-Minute Private Lessons:	\$ 375
105-Minute Private Lessons:	\$ 425

Discontinuing Lessons | To discontinue lessons, please notify the teacher in writing one month in advance.

Practice | In order to progress, students need to commit to practicing effectively at least five days a week. Practice suggestions are given during the lesson in students' notebooks.

Performance Opportunities |

- **Studio Recitals:** Performing in a formal recital setting is an exciting opportunity for students to showcase their hard work and improvement in the presence of their family and friends. Two recitals are held during the academic year. A recital fee of \$20 per family would be charged for each recital. Participation is encouraged, not mandatory. *If participating in a recital, students will be required to stay for the whole recital in order to support their peers.*
- **Festivals and Competitions:** The list of events in the area can be found on the "Upcoming Events" tab on the website.
- **Exams:** Students are welcome to participate in RCM examinations. These opportunities require additional entry fees. Please visit this site to learn more: [Home | The Royal Conservatory of Music \(rcmusic.com\)](http://www.rcmusic.com)

Communication & Parent Participation | Communication is best handled via e-mail. Parents are encouraged to be supportive and active participants in practice at home. The teacher welcomes e-mails anytime during the week if students or parents have questions regarding repertoire or practicing.

***Tuition includes:** The weekly lesson time with the student, lesson planning and repertoire preparation, driving time and car-related expenses, scheduling, communication with parents, recital organization and booking, critiquing any weekly practice video submissions, and professional development dues and conferences/seminars.

Student's Name

Parent's Signature

Date

Kristen Todd

Date