

STATEMENT OF POLICY

Piano Studio
Alexandria Country Day School
2016-2017

Home Phone: 487-1343
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TUITION OF PAYMENTS

Tuition is based on a total of 26 lessons during the school year. The total cost of the year has been divided into 9 equal payments for the sake of convenience. These reflect the average cost of lessons over the nine month school year; therefore, no deductions or additions will be made for months having more or fewer lessons than the average of three. Tuition payments may be paid monthly, by the semester, or year.

	MONTH	SEMESTER	YEAR
<i>Private Lessons:</i>	\$85.00	\$382.50	\$765.00
<i>Group Lessons:</i>	\$75.00	\$337.50	\$675.00

Please note that monthly tuition payments are **due at the first lesson of each month**. No statement will be sent unless you need to be reminded. This is usually at the end of the semester. Accounts will be assessed a **\$5.00 late fee** for tuition payments received after the 10th of the month. Payments by check are preferred; however, if you do pay cash, please place it in an envelope with the total amount and your child's name written on the front.

Tuition covers not only the contact time spent with the student, but also the time spent in preparation for the student:

- An individualized plan for the student's course of study
- Development of teaching materials
- Tuning and repair of pianos
- Teacher's training and experience
- Professional organization dues which provides students with opportunities for competitions, exams and festivals
- Studio expenses
- Continuing education

REGISTRATION/MATERIALS FEE

A **non-refundable** registration/materials fee of **\$80** (per child) is required (**\$90 for Sonatina/Rally Students**). It will be used throughout the year for scheduling and administration, to purchase music books, to pay festival fees, and to cover any other materials needed. This fee **does not** apply toward September's tuition. Please note that festival fees average from \$10 to \$25. Festivals for participation are the Hymn Playing Festival, Sonatina, and Rally. The Hymn Festival will have the greatest participation; Sonatina and Rally are more selective because these are competitions. Festival dates and fees will be listed on the calendar.

CALENDER

Please keep it for referral throughout the year. It generally follows the school calendar, but there are exceptions so please note and mark them on your family calendar.

MISSED LESSONS

NO TUITION CREDIT OR MAKE-UP LESSONS WILL BE GIVEN IN THE EVENT OF A MISSED LESSON. This includes lessons missed for illness, doctor appointments, scheduled field trips, parties, make-up tests or homework, concerts, theater performances, testing, etc. Payment is for the time scheduled, not for lessons, not for the lessons or classes attended. I would appreciate knowing in advance if you will miss a lesson. Lessons canceled by the teacher will be made up or deducted from your tuition total.

Please check out this post about make-up lessons: <http://ottawasuzukistrings.ca/makeuplessons>

ACDS Piano Studio Policies for 2016-2017

Parents are required to read, sign and return this agreement so that this information can be kept on file.

These policies have been established to ensure the smooth running of the piano studio, creating a professional and productive teaching/learning environment.

These policies constitute a contract between the parents, student and teacher, and represent an expected commitment of at least one year.

Any student that does not have a policy returned by the second scheduled lesson, will not be permitted to attend lessons until one is received. It is important for your protection and ours that this is returned.

_____ I agree to pay monthly tuition fee.

_____ I agree to pay the semester tuition fee.

_____ I agree to pay the yearly tuition fee.

I _____ agree to the above policies and understand that this is a contract between me, _____ (the student) and Teresa Thomason. It is agreed that if my student is to suspend lessons that the teacher will be given one month written notice and payment for lessons that occur within 30 days from the date the notice is given. I acknowledge that I have read, understand and received a copy of the policy statement.

Signature _____