

North Bay Trumpet Studio: Basic Guidelines for Private Study

- These guidelines cover the period from January 2 through June 15, 2012
- Students should arrive at their lesson on time.
- Students should arrive at their lesson with all their materials (books, mouthpiece, horn).
- Students should arrive at their lesson with a fully functional musical instrument (cleaned and properly lubricated). Please ask for a copy of the maintenance instructions.
- Students should arrive at their lesson with reasonably prepared musical assignments from the previous week (with the understanding that the level of preparation may vary slightly from week to week).
- Students should not practice on the day of their lesson prior to lesson time. Practice before a lesson is likely to create fatigue, which will make it difficult to play through musical assignments during the lesson.
- Students should obtain required materials suggested by the teacher immediately (preferably before the next lesson).
- Students should pay tuition a week before, but absolutely no later than, the 1st (regularly scheduled) lesson of each month, in full (whether the student attends this lesson or not).
- Late tuition is subject to a weekly \$10 late fee.
- Tuition for each month is based on the number of days shown on the calendar (on which the lesson is regularly scheduled).
- Major holidays when no lessons are taught and students are not expected to attend include: Labor Day, Christmas, Thanksgiving, New Year's, Easter and Memorial Day.
- Minor holidays when lessons are taught and students are expected to attend include: Columbus Day, Veteran's Day, Martin Luther King Day, President's Day and Chavez Day.
- 24 hours notice is required in order to cancel a lesson for any reason. (Please call: 707.799.1683)
- Students may request a lesson make-up if there is a legitimate excuse for an absence and 24 hours notice is given prior to the regularly scheduled lesson time (for example: if a lesson is at 4 pm on Monday, it must be canceled before 4 pm on Sunday).
- Legitimate absences (eligible for make-ups or tuition credits when 24 hours notice is given): illness, school concert, death in the family, etc.
- Non-legitimate absences (not eligible for make-ups or tuition credits regardless of 24 hours notice): social engagements, vacation plans, dentist appointments, homework, transportation issues, sporting events, etc.
- Absences for non-legitimate reasons listed above constitute a deduction of tuition for that day.
- Make-up lessons are permitted once each quarter (three-month period).
- Beyond the quarterly absence, students must pay for any and all missed lessons (whether attending or not) in order to hold their lesson time and continue enrollment in private study.
- Tuition is non-refundable.
- Instructor illness may result in a rescheduling of a regular lesson or possible tuition credit into the following month.
- Instructor absence (due to seasonal work commitments) may result in a rescheduling of a regular lesson or possible tuition credit into the following month.
- Summer lessons are available and are based on a modified version of these basic guidelines (please ask for a copy of the summer lesson policy).
- The summer study period for 2012 is June 16-August 24th.

I have read and understand these guidelines.

_____/_____/_____/_____
(student signature) (parent signature-if student is under 18) (date) (cell phone #)