

**North Bay Trumpet Studio: Basic Guidelines for Private Study**

- These guidelines cover the period from August 26, 2013 through June 1, 2014
- Students should arrive at their pre-scheduled 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 obtain required materials suggested by the teacher **immediately** (preferably before the next lesson).
- **Ongoing** tardiness, missing materials, or an lack of preparation **may** constitute dismissal from a single lesson or private study entirely (at the discretion of the instructor).
- 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).
- Instructor practice guidelines are: 20-30 min. (beginner), 30-45 min. (intermediate), 60-90 min. (advanced), 5-6 days per week-to be broken up in several sessions throughout the day (between daily homework assignments, exercise, chores, etc.).
- 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 pay tuition **a week before**, but **absolutely no later** than, the 1<sup>st</sup> (regularly scheduled) lesson of each month, **in full** (whether the student attends all lessons 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, participating in a 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 pre-paid tuition for that day (and month).
- Make-up lessons (for any reason) are permitted **once every other month** (two-month period).
- Beyond the quarterly absence, students **must** pay for **any and all** missed lessons (whether attending or not) in order to secure their regularly scheduled lesson time and continue enrollment in private study at North Bay Trumpet Studio.
- 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 2013 is June 1-August 25<sup>th</sup>.

I have read and understand these guidelines.

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