

Jack Tyrrell

Piano Instruction
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Effective: Jan. 1, 2005

STUDIO POLICY

Welcome to my studio! I look forward to sharing a fulfilling and enjoyable time with you at your music lessons. Kindly read the following carefully, as these terms and conditions will be strictly adhered to. The purpose of the Studio Policy is to promote regularity of attendance and preparation, which, in turn, assures progress, achievement and advancement. Lessons are given to children (9 years old and up) and adults.

LESSON TERM, PAYMENT AND TUITION

- Lessons are given year round, even during summer months (studio is air-conditioned).
- Tuition is non-refundable and pre-payable monthly at the first lesson of each month. If you miss the first lesson of the month, please mail the tuition to the studio.
- Late fee of \$5.00 will be added to payments made after the 10th of the month.
- Tuition is payment for lessons only. It does not include music, study materials and supplies.
- Payment may be made by cash or check.
- Anticipate that tuition will increase on average 5% per year to keep up with cost of living.

MISSED LESSONS & MAKE-UP LESSONS

- Tuition is based on enrollment, not attendance.
- 24-hour notice is required if a lesson is to be missed or you will be charged.
- You may cancel lessons once in a ten-week period providing 24-hour notice is given.
- Lack of preparation is not a reason to cancel lessons. (See **UNPREPARED LESSONS**)
- If you arrive late to your scheduled lesson, you will receive only the time remaining in the lesson period. For obvious reasons, I cannot extend your time.
- I do give make-up lessons, but they're given only for excused absences and when a suitable time slot is available. You are automatically charged for no call/no show lessons without opportunity for make-up.
- If you reschedule same-day cancel or don't show for a make-up lesson, you will be charged.
- If I miss or cancel a scheduled lesson (it will only be for legitimate reasons or professional commitments), I will make it up or credit your account for the cost of that lesson.

INSTRUMENT REQUIREMENTS

- You must have an instrument to practice on in order to take piano lessons.
- Any of the following instruments will do: (1) a well-maintained acoustic piano (2) an 88-key digital keyboard having touch sensitivity and a weighted action (3) a 61-key digital keyboard, having touch sensitivity and non-weighted action, and a sustain pedal (or at least the capability to accept one).
- Anything smaller than the third choice above is unacceptable.
- Eventually, after a year or so, an acoustic piano will be the most beneficial instrument for the student.

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MUSIC

- For your convenience, I will purchase your music. I will notify you of the amount and payment is due upon receipt.
- All students are required to bring a standard-size composition notebook to each lesson so assignments, procedures and comments can be written down. This assignment book serves as a complete record of everything that the student and I have covered and worked on together.

PRACTICING

- Consistent practice is what produces results. Students are expected to practice daily. A 7-day practice week is ideal, 6 days per week is not as good, but still realistic. In my opinion, practicing less than 6 days a week means you might have to adjust your musical goals and/or your expectations.
- Beginning students can practice as little as 10 minutes a day and still complete their assignment by the next lesson. The more advanced a student becomes, the more time should be allotted to practicing.
- Longer practicing schedules can be segmented.

UNPREPARED LESSONS

- All students are expected to come to their lessons with prepared assignments. Being unprepared is not a reason to miss the lesson. If the student comes to the lesson unprepared, the lesson time may be used for: (1) practice and review of current lesson assignment (2) working on problem spots in old pieces (3) improvement of note reading skills (4) rhythmic drills (5) theory (6) technique development (7) ear training (8) sight reading (9) any combination of these areas.

There are always many new concepts and skills to learn, develop and discuss.

PARENTS AT LESSONS

- Parents are always welcome, regularly or periodically, to sit in on their child's lesson.

TAPE RECORDING AT LESSONS

- Great idea. . . as long as you supply your own recorder and tape. Make sure you use good quality tapes (high bias) for better sound quality. When you playback the tape, you'll be surprised to hear points that were covered at the lesson but have been since forgotten.

HOLIDAYS

- No lessons given on major holidays (New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day). Regular lessons will be taught on all other school holidays.
- My teaching schedule does not coincide with the vacation schedules for the different schools, colleges or universities.
- Each year the studio recesses for the period of Christmas Eve thru New Years Day.

STUDIO POLICY

VACATIONS

I DO NOT RECOMMEND DISCONTINUING LESSONS FOR THE SUMMER.

- No tuition charge for vacations.
- If you will be gone on vacation for an extended time (longer than 3 lessons) and wish for your time slot(s) to be held open, you must pay 50% of the month's tuition. Otherwise, I cannot guarantee that your original slot(s) will be available to you upon your return.

OPEN DOOR POLICY

- I am always available to talk with you about your child's (or your) progress, or about questions concerning your lesson assignment. Although I don't answer the phone during teaching hours, leave a message and I will return your call as soon as possible. Best times to reach me are mornings between 9:00 am and 12:00 noon as well as evenings between 8:30 pm to 10:00 pm.
- If you prefer to collect your thoughts and express yourself in written form, you may also contact me by e-mail, which I check several times a day. My address is: tyrrell@rcn.com

DISCONTINUED LESSONS

- Should you decide to discontinue your lessons, you are under no contract to continue; but, remember that the tuition (or any portion of it) for the month in which you discontinue is not refundable. You may continue your lessons until the remaining tuition has expired.

DISMISSAL

- Though my students are important to me, I will not hesitate to dismiss a student for constant disruptive behavior, continual lack of preparation, absence of commitment, or frequently-missed lessons. However, I will make every attempt to remedy these situations with the student (or parents) before asking the student to leave. The unused portion of that month's tuition will be refunded.

STUDIO POLICY REVISIONS

- Because payment policies, costs and organization are ever-changing aspects of piano teaching, I will review and update this policy periodically. The updated policy will be posted on my web site (almost ready, but still under construction).

STUDIO POLICY

Carefully read the terms and conditions of this Studio Policy, as they form the basis on which the tuition is given.

I have been provided with a copy of the Studio Policy for **Jack Tyrrell – Piano Instruction**, effective Jan. 1, 2005. I have read and accept its terms and conditions.

Please print all information below.

STUDENT'S NAME _____

ADDRESS _____

PHONE(S)

BEST TIME(S) TO CALL

E-MAIL ADDRESS _____

Do you check your e-mail regularly? YES _____ NO _____

SIGNED _____ DATE _____

(Parent's signature if student is a minor)

How did you hear of my services? (Check one or more):

Referral _____

Yellow Page Ad _____

Newspaper Ad _____

Sign _____

Flier _____

Online Ad _____