

# Studio Policy

## TIME

Lessons will be held once a week, and will be either 30 minutes, 45 minutes or one hour in length. Note: parents/guardians are welcome at any time to observe the lesson.

## COST

\$30.00 per 30 minute lesson; \$60.00 per full hour lesson.

## PAYMENT

Lessons will be billed at the beginning of each month, and payment will total the cost of the number of lessons to be taken that month. Cash or check are both acceptable forms of payment. Please make checks payable to Hayley Nelson.

## PRACTICE

Regular practice is important. Without practice, progress may be slow and the student may become frustrated. I am happy to help you create a practice plan that ensures growth and enjoyment of your instrument.

## LESSON BOOKS & MATERIALS

Lesson books are an integral part of lessons, and the student is responsible for the cost of these books. The student may also be asked to purchase other items such as shoulder rests, rosin, assignment notebooks, tuners or metronomes in the pursuit of improving their practice time and performance level. Please be sure that you bring all lessons materials and necessary equipment to every lesson.

## STUDENT CANCELLATIONS

Students must be on time for lessons. If a student is late, they are charged the full amount of the lesson. A student must contact the teacher a minimum of 24 hours in advance of a cancelled lesson, or the student will be charged in full for the lesson. Except in the case of emergency or illness, cancellations made the day of a lesson will be charged in full, and will not be rescheduled. If a student cancels a minimum of 24-hours in advance of a lesson, make-up lessons are offered, but are not always possible due to full schedules. Students who cancel more than 2 lessons in a row may lose their time slot.

## TEACHER CANCELLATIONS

In the event that I must cancel a lesson, I offer the student one of two options:

- 1) Student may request a make-up lesson, schedule permitting.
- 2) Student may receive a discount in the amount of one lesson in the following month's payment.

## STUDIO COMMUNICATION

My cell phone number is \_\_\_\_\_ and my email address is [hayleyvncello@gmail.com](mailto:hayleyvncello@gmail.com). Please call, text, or email me if you have any questions or need to cancel.

## PERFORMANCES

All students are encouraged to perform in various recitals and showcases throughout the year. Although performances are not required, they are a fun, challenging and rewarding goal to work toward. Please check the home page of the Twin Town Guitars web site at [www.twintown.com](http://www.twintown.com) for current showcase and recital dates.