

**Studio Policies**

**2022-2023**

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**Enrollment** into Heavenly Harp & Soul Studio takes place on August 1st of each year. Enrollment is for a full year, and includes a full music education package containing:

* 42 weeks of lessons
* 8 weeks off (see below) PLUS 2 weeks sick days
* Festival eligibility
* All music & books needed for lessons / festivals
* Organization affiliation
* 2 recitals per year – contingent on COVID status
* Awards students may earn throughout the year
* Christmas party – contingent on COVID status
* Studio Class in fall– contingent on COVID status

An **enrollment fee** of $35 per student is due at the time of enrollment. An enrollment fee of $35 per student is due at the time of enrollment. If a student joins the studio mid-year, the full enrollment of $35 is due and will not be pro-rated. Then the new school-year routine will begin the following August.

**The studio calendar** is posted on the studio’s website (www.Harp-Soul.com). The curriculum is divided into 3 terms. Each term lasts 4 months. Students should check the studio calendar for event times and locations, studio holidays and teacher’s days off. **If schools are canceled** due to inclement weather, lessons will be provided via Skype, Zoom or FaceTime. The term schedule is:

* Fall term starts August 31
* Spring term starts January 4
* Summer term starts May 3

There are **no lessons** the **weeks** of (and you are not billed for these weeks):

* Thanksgiving
* New Years
* Memorial Day week
* Christmas
* Spring Break
* First Week of School
* Two weeks off during the year (Dates Vary)
* 2 weeks of teacher sick leave tbd

Tuition for lessons is charged based on 42 lessons per year, then broken up into 12 monthly even-pay installments. There will be no exceptions made to this billing system. Based on teacher availability, students may be admitted to enroll into Heavenly Harp & Soul Studio after normal enrollment dates. New students must pay their first installment by the beginning of their first lesson and have an enrollment form completed, accompanied by the enrollment fee. A second lesson will not take place until these requirements are satisfied. Tuition is expected to be paid per the individual teachers’ pay plan, which is currently MyMusicStaff.

Note: Tuition does not include sign-up fees imposed by festivals on individual students; payment of these fees is the responsibility of the student.

Note: If a student wishes to take a month, or longer, break from lessons, half of regular tuition for the extent of the break must be paid in advance to reserve the student’s place in the studio. A minimum of a month’s notice is required to qualify for this option. This privilege will only be honored 2 months per year.

**Payments are due by the 1st of the month. Any payments not received by the 5th of the month will be charged a late fee of $10. If not paid by the 10th, another $10 late fee will be applied. Bounced payments will result in a $35 fee. After 2 bounced payments, the student will be required to pay in cash. If the teacher has still not been paid by the second lesson of the month, lessons will be suspended until the account is brought current.**

Make-up Lessons are available based on scheduling. To be eligible for a make-up lesson, the teacher must be notified at least 24 hours prior to the originally scheduled lesson. In case of an emergency, whether the student or the teacher, the student will be eligible for a make-up lesson. Emergencies include sickness, injury or car troubles. Please see more details in make-up lesson explanation.

**If given enough notice**, the teacher will attempt, *but is not obligated*, to move the lesson to within the week of the originally scheduled lesson. Teacher’s schedule is usually full, and there may not always be an opening for a make-up lesson. In the event of severe weather or mild sickness, lessons will take place at the regular time via Skype, Zoom or FaceTime. If for any reason a lesson is missed, it will not be subtracted from tuition.

What is expected of the teacher? The Teacher will…

* Start and end lessons on time
* Have every lesson pre-planned, with all materials ready
* Not cancel lessons, except in case of an emergency such as sickness, injury or car troubles
* Provide at least 2 weeks’ notice if there is a scheduling conflict requiring rescheduling of a lesson
* Make every effort to reschedule lessons within the same week of the original lesson if unable to honor a lesson time for any reason
* Always create a positive and fun learning environment, while helping students reach their full potential
* Provide a log for students to be written in each lesson, with assignments and details to focus on

What is expected of the parent? The Parent will…

* Help their student(s) to be ready for lessons on time. If the student is not available within 15 minutes of the lesson start time, the teacher may choose to cancel the lesson
* Immediately prior to scheduled lesson time, ensure students will engage in activities they will easily separate from when it is time for their lesson. This will help facilitate a positive transition into music study
* Participate in the daily practice of students 7 and younger, and ensure all music needed for outside events is in the student’s music bag
* Provide a quality instrument for the student to practice on, per the teacher’s recommendations
* Submit the student’s instrument to regular maintenance
* Read each studio e-mail for updates – and make appropriate notes on home calendar
* Regularly view the studio website (www.Harp-Soul.com) for event and calendar information
* Discuss out-of-studio performance options ***prior*** to making any commitments, realizing that some performances may be well-suited to a student, but some may potentially inhibit progress toward larger goals; trusting the teacher has the student’s best interest in mind, you will heed the teacher’s guidance
* Speak with teachers respectfully. If there is a matter of concern, it should be discussed in this manner

What is expected from the student? The Student will…

* Practice a minimum of 4 days a week. Length of practice will be determined by the teacher
* Read assignment log and practice everything listed
* Be prepared at the time of lesson:
	+ In-Home Lesson: instrument prepared (harps tuned), music out and notebook waiting
	+ Studio Lesson: bring all appropriate music and theory books to lessons
* Complete any homework assignments assigned by the teacher
* Participate in a minimum of one performance event each year to develop performance skills

All clauses are put in place for the benefit of both the teacher and the student. Heavenly Harp & Soul Studio teachers hold the right to discontinue lessons if at any time studio policy is broken. ***If a student wishes to discontinue lessons, Heavenly Harp & Soul Studio must be provided 30 days’ written notice***. If lessons are discontinued, any outstanding balance must be paid in full within 30 days. No prior tuition payments will be reimbursed.