Welcome to my studio! I am looking forward to making wonderful music with you. In order to make our time the most beneficial it can be, I have established some guidelines to help us as we work together. If you have any questions or comments, please discuss them with me in our next lesson time. After reading this policy statement thoroughly, please sign and date on the reverse and return it to me.  
  
Scheduling: Lessons are scheduled on the same day at the same time each week, unless prior arrangements have been made. No makeups are offered unless the teacher cancels the lesson.

Tuition: Tuition is collected monthly and covers the calendar month, regardless of how many weeks are included. Tuition reserves your place in the studio and covers not only our meetings, but also prep time and necessary administrative costs. Tuition is due in full at or before first lesson time at the beginning of the month. Payments made after the 10th of the month will be subject to a 15% late charge. Payments may be made online or in person by cash, check, or card. A $30 fee applies for returned checks. If requested, clients may elect to set up automatic payments.

Cancellations: If a client must cancel, I request as much advance notice as possible. No-shows may be subject to dismissal from the studio. No reschedules will be made unless the teacher cancels the session. Cancellations made by the client do not reduce tuition, however, cancellations made by the teacher may result in a prorated tuition for the following month, but only if a suitable reschedule was not available. Due to health concerns and to prevent the spread of disease through the studio, please cancel your lesson if you have had a fever or been contagious within the 24 hours prior to your lesson.   
  
Lesson Requirements: Clients are expected to bring all scores currently being used in lessons. I also strongly encourage bringing a notebook and a pencil to take notes. Recordings made in lessons will be made available online as soon as possible. Please note that I require shoes to be removed when entering and no restroom facilities are available at this time.

Borrowing Materials: I am willing to loan many of my things for lessons or for students to explore on their own. I expect materials that are loaned to be returned promptly within two weeks and in the same condition as when it was loaned. Any materials that are not returned or are returned in a different condition will be required to be replaced with a new copy by the client.

Practicing: If a student is not progressing and it is my opinion that it is because of a lack of practice, the student may be dismissed according to the dismissal policy as listed below.   
  
Siblings and Families: I welcome family involvement in every aspect of your study. However, if two or more students are present at the same time, at least one parent must be there to supervise children who are not in their lesson time.

Dismissal: If a client's behavior becomes disruptive or contrary to good musicianship, dismissal may be considered. Clients can be dismissed at any time if conduct at lessons becomes violent or insubordinate. Students may also be dismissed for lack of payment, consistent tardiness, missing three lessons in a row, or for a lack of practicing that stagnates their improvement. Any fees that have not been paid at the time of dismissal will be billed. Any fees that are not then paid within thirty days will be sent to a collections company and a late fee charged.  
  
You can contact me at any time by e-mail at heather.nelson.svs@gmail.com or through my website at www.drheathernelson.com, or by phone at 417-319-7735. If I am in a lesson at the time you call, I will not answer the phone, so please leave a message. Again, welcome to the studio!

Student’s Signature Date

Parent’s Signature Date