

Policies for Private Piano Study at The Music Clubhouse

August, 2008 – May, 2009

The policies stated below have been carefully constructed to insure a quality relationship between the student and the instructor. The intent is to provide a sound educational environment for the student.

Attendance

An academic year of study includes 33 private lessons and 2 group classes. Students are encouraged to arrive promptly for lessons and classes. Teaching sessions will not extend past the usual ending time to compensate for late arrivals.

In accordance with our missed lesson policy, no make-up lessons or classes will be given to compensate for a student's absence and no refund of fees will be made. If you wish to switch lesson times with another student in a particular week, you may consult your teacher's "Swap List" posted in the Music Clubhouse waiting room and make those arrangements. Please notify your instructor of the change once it has been arranged.

If the instructor cancels a lesson or if a lesson or class is cancelled due to inclement weather, it will be rescheduled.

Students who need to withdraw permanently from lessons are obligated to pay tuition for 2 lessons following notification to the instructor.

Performance Club Classes

For two weeks of the academic year, The Music Clubhouse will hold group classes for all private students. These classes will include opportunities for solo performance and ensemble playing and activities for strengthening theory and aural skills.

During group class weeks, students will NOT attend their regularly scheduled private lessons but instead will attend a group class. Group classes will be 90 minutes in length and will be offered every day of the week, Monday through Friday. Students will sign up for the group class that best suits their age and schedule. Some classes will be designated for older students and some for younger students. Students will be encouraged to sign up according to the age-appropriate class, but would be welcome at any class if necessity dictates. The sign-up sheets are posted on the bulletin board in the waiting room of the clubhouse. Group classes will meet (in lieu of private lessons) on the following weeks:

November 10-14, 2008

April 20-24, 2009

2201 West 25th Street, Suite M * Lawrence, KS 66047 * (785)865-0884

Additional Recitals and Auditions

Some students may participate in recitals and auditions offered by organizations such as Lawrence Accredited Music Teachers Association and Kansas Music Teachers Association. These are in addition to the performance opportunities offered by The Music Clubhouse. They require extra preparation from the student and often require an entry fee. The instructor will make these opportunities available to students as appropriate.

Summer Study

An eight- or nine-week plan for private study is offered through June and July. The schedule can be flexible, allowing for family vacations and other events. Other summer study options will be announced in the spring.

Payment Schedule

Tuition for private study/group classes may be paid in full upon enrollment or in ten monthly installments at no additional charge (August through May). The August installment is due by the student's first lesson and the remaining installments are due by the tenth of each month. Tuition checks should be made payable to the student's private teacher.

Materials and Other Supplies

Materials needed for lessons and classes vary according to the student's level of ability and length of lesson. Books and other materials needed for lessons may be purchased at Hume Music, Inc. located at 711 West 23rd in Lawrence (785-843-2644).