

# Eleonora's Studio Policy

## Attendance and Absence Policy

Students are expected to commit to lessons for the entire school year, from September to the end of June. Lessons are offered during July and August, but are optional. If you are planning a vacation (for example, for holidays or for March break), please inform me at least **three weeks** in advance.

It is the student's responsibility to be on time for their lesson. Time lost due to late arrivals **cannot be made up**, regardless of the reason.

Cancellations require at least a **24-hour notice**. No-shows (i.e. cancellations less than 24 hours in advance or simply not showing to your lesson) will be charged as a full lesson.

I understand that exceptional situations can arise. Therefore, up to two absences a year with same day notice *may* be refunded.

## At-Home Practice Policy

Students are expected to practice at home **daily**, as this is required to make progress in their lessons. Students must have a suitable instrument (digital or acoustic full size piano) to practice on at home.

## Payment Policy

Lessons can be paid for via cash, cheque or Interac e-transfer through your bank.

Payment is due **on or before the first lesson of the month**. A late payment will result in an **extra 10\$ charge**.

Twice a year, an extra fee will be required to cover the rental expenses of the recital hall. The rental expenses will be split equally between all students participating in the recital.

# Termination Policy

As mentioned above, students are expected to commit to lessons for the entire school year. If the student or their parents decide to stop lessons, **one (1) month's advance notice** is requested. With less notice, lesson fees **will not be refunded**.

The teacher reserves the right to dismiss a student for any of the following reasons:

- Unpaid lesson fees
- Excessive absences
- Uncooperative attitude

In the event that a student is dismissed by the teacher, lessons that were paid for but not completed will be refunded in full.

Please fill out the following information and sign the studio policy.

Student's name: \_\_\_\_\_

Parent's full name (please print): \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_