Wolfe Music Studios: Studio Policies 2014-15

**Student Responsibilities:**

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| The student agrees to arrive at each lesson punctually, well prepared, and with all necessary materials in hand (as determined by instructor). To make the most of the education received, the student must practice consistently throughout the week (minimum 15min/day, cumulatively). Wolfe Music Studios’ Educators are willing to correspond with the student (or caretaker) during the lesson in person or via email if there are any questions or concerns regarding lesson material. Please do not reserve questions for after the allotted lesson time. Please refer to our company email or phone number in regards to payment information. If the student/caretaker wishes to contact Wolfe Music Studios via telephone conversation, we kindly ask the student/caretaker to call during office hours of 10am-6pm.  **Attendance:** Students agrees to maintain weekly attendance and will notify Wolfe Music Studios if there are any conflicts with the predetermined lesson times. If a lesson is missed after given notification within 24 hours of the missed lesson, Wolfe Music Studios will reschedule promptly with no fee. If a lesson is missed or canceled without 24 hour notification, the Student agrees to forfeit the total lesson fee. Wolfe Music Studios’ Educators retain the right to reschedule lessons for professional endeavors or illness, given that Wolfe Music Studios’ Educators provide sufficient notice. **Wolfe Music Studios will forfeit the cost of a lesson if the student has not been notified within 2 days of their lesson that the Wolfe Music Studios’ Educator will be absent.** Otherwise, the lesson will be rescheduled with no payment interruption.  **Behavior and Etiquette:**  The Student agrees to maintain respect for the Wolfe Music Studios’ Educator and the lesson environment. It is possible that the Student’s Lesson Program will be terminated if the lesson is interrupted consistently by the Student’s behavior.  **Tardiness:** The lesson will begin and end at the predetermined times, whether attending the lesson in Wolfe Music Studios or In Home. Note: The Student’s education will suffer if the Student is tardy on a consistent basis. There is always an opportunity to reschedule if the Student cannot attend the lesson promptly.  **Terminating Lessons:**The Wolfe Music Studios’ Educator may terminate a Lesson Program due to the Student’s repeated inappropriate behavior, failure to practice, or failure to comply with studio etiquette. If a Wolfe Music Studios’ Educator terminates the Student’s Lesson Program, under the basis of repeated consistent behavior interruptions the Student will be placed under a six (6) month probationary period. Following the probationary period, the Student may opt to resume lessons from a different Wolfe Music Studios Educator. Any termination initiated by the Student or Caretaker requires two (2) Lesson’s tuitionand **written notice**. |

**Payment Plan:**

Payment Plans will coincide with **Monthly Lesson** **Consistency Programs A-D** (as seen below)

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| **Consistency** | **Lesson Type** | **Due Date** |
| 1 Payment, Weekly **Program** **A** | $25/Half Hour/Weekly  $40/Hour/Weekly | During the Lesson |
| 1 Payment, Bi-Weekly **Program B** | $25/Half Hour/Weekly  $40/Hour/Weekly | During the 1st and 3rd Lessons of the Month |
| 1 Payment, Monthly **Program C** | $25/Half Hour/Weekly  $40/Hour/Weekly | Before or During 1st Lesson of the Month |
| 1 Payment, Per Lesson **Program D**  **(4 lesson package)** | $25/Half Hour  $40/Hour | During the Lesson |
| 1 Payment, 1 Lesson **Program E** | $30/Half Hour/ One Time  $50/Hour/ One Time | During the Lesson |

The Wolfe Music Studios’ Educators will not teach a lesson if the Program Account Balance is below the required tuition for a lesson.

The Student or Caretaker will negotiate with the Wolfe Studios’ Educator for best plan to fit The Student’s or Caretaker’s scheduling and financial needs. Checks and Cash are currently the only accepted forms of payment.

­­­­­­­­­Plan Lesson Day and Time

By Signing, I (Student or Caretaker) understand the Terms and Conditions of the Studio Policy Responsibilities, Consistency Programs A-E, Payment Plan amount and frequency.

Student or Caretaker Signature

Mr. Adam D. Wolfe