

John Wynn's

2011 -2012 Studio Policy

1. Students are asked to be prompt and well prepared for each lesson. They are expected to listen and be respectful during the lesson. **It is recommended that the student practice at least 10 -15 minutes per day in order to fully understand and execute each assignment well.** Parents are expected to support the fulfillment of the student's goals/responsibilities.
2. Lessons are private, 30 minutes each, weekly, and the current per half hour rate is \$60.
3. Music is taught using traditional notation, and other types of notation such as tablature, or chord symbols, depending on the interest, ability, and goals of the individual student. Materials are graded according to levels of ability and thoroughly cover all the necessary components for good musicianship.
4. The focus of each lesson includes memorization of pieces, understanding and applying music theory, good performance technique, and learning more about the creative aspect of music.
5. **Tuition is due on the 25th of each month for the upcoming month's lessons.** This **does not** mean that you can pay on the 26th and consider it "close enough". This **also does not mean** that I would like to be paid on the first lesson of the month, which in some cases makes your payment as late as the 6th. The first month's tuition must be paid in cash. Checks are welcome after that.
6. **Checks must be made out in blue or black ink.** Checks may be post dated for the 1st of the month when given to me, and will be deposited within the first week of the month.

7. Checks received after the due date (reminder, this means **the 25th** of the month) **must include a \$15 late fee.**
8. Payment must be made in full and checks are to be made payable to John Wynn. A **\$30 bank fee** applies to all returned checks. Writers of bad checks will be prosecuted to the fullest extent of the law as this is considered “theft of services”. Checks must be given to the instructor at the beginning of the lesson, not at the end of the lesson.
9. Those of you that prefer to use any type of “auto-pay” service, be sure to calculate the months with a fifth lesson. Otherwise, not having paid the tuition in full will cause you to be **subject to a late fee which will be the same as if the tuition was not properly taken care of in full by the 25th of the month.**
10. Please be advised that **no lesson will be taught that has not been paid for.** Checks may be mailed to John Wynn, 3615 Canyon View Court, McKinney, Texas, 75071.
11. If you switch days after paying for your lessons for an upcoming month, and there is an extra lesson in the new month, you must pay for that lesson as well. If you switch to a day and have overpaid, I will credit you that lesson in the following month.
12. **No refunds will be given for missed lessons or in case of termination by either party.** The studio reserves the right to suspend or terminate a student if the student does not maintain consistently good practice habits and a good attitude. In addition, all students are expected to put their **school work first.**
13. A credit or rescheduled lesson(s) may be issued at the discretion of the studio. In the event of a serious illness or extended absence, contact the studio to discuss options. **In order to be eligible for a makeup lesson, a minimum of 48 hours notice must be given.** In addition, the current month’s tuition **must have been paid in full.** Makeup lessons may also be scheduled well in advance of a planned absence. Please realize that this is to everyone’s advantage and enables the studio to function more efficiently.

14. If a makeup lesson has been scheduled and the parent or student calls on the day of that lesson to cancel (**for any reason, including illness**), the lesson is forfeited and no makeup will be rescheduled.
15. Students are allowed 2 makeup lessons per quarter when an absence is due to illness. Anything beyond that is **subject to the discretion** of the instructor and **no guarantee** will be made as to the availability of time to make up lessons.
16. Leaving the studio without 30 days notice and payment in full of that month's tuition will be considered grounds for refusal of re-admission in the future.
17. If a student leaves the studio for an extended time (without having rescheduled the lessons) and intends to return, the tuition for the missed lessons must be paid in advance. For example, if vacation for the month of June is planned, then the June tuition must be paid in full by the due date (**reminder, tuition regardless of circumstance is due on the 25th of each month**) of May or the student will forfeit the spot. This is considered a "paid" vacation for the instructor, so there will be no makeup lessons offered for this extended absence.
18. If there is business to discuss, a concern or opportunity relating to a student, please plan ahead to do it **during the lesson** or between the hours of 9 a.m. and 12noon, Monday through Wednesday. You may leave a message on the studio voice mail at 972.832.1646. **Time will not be taken between lessons to talk about tuition or schedule.**
19. All lesson materials must be purchased from the studio. When the student finishes an assignment, I will notify you of the need for new materials. Recommendations for each student are made based on their progress.
20. Lessons may be split between family members.
21. The studio tries to accommodate schedule changes when necessary and within reason.

22. This policy may be altered, amended and/or updated at the discretion of the studio and all current students will be notified accordingly.
23. Holiday lessons are the same as any other lesson. If your lesson actually falls on a holiday that I have announced as a “Non Lesson “ day I will make arrangements with you to reschedule that lesson for another day. If you are planning a vacation and want to reschedule a lesson that falls during a break in school or around a holiday, the policy is still the same: You must give 48 hours notice to be eligible for a makeup lesson.
24. This policy is posted on my website, available for your perusal on the coffee table in my living room and copies are provided upon request. It is understood that by having this access to it, you have had ample opportunity to discuss any part of it and that you agree with the terms as stated.