

# 2018-2019 Nabrotzky Piano Studio Policies and Contract

**Schedule:** I teach piano lessons year-round Mondays through Saturdays. I take a one-week vacation in the spring and summer during the school breaks for Peel District School Board. Thus, I offer 48 lessons per year—an average of four per month.

**Fees:** I charge \$23 for each 30-minute lesson, \$35 for each 45-minute lesson, and \$46 for each 60-minute lesson. I recommend that elementary level students (Prep-Level 4) have 30-minute weekly lessons, intermediate level students (Level 5-Level 8) have 45-minute weekly lessons, and advanced students have 60-minute weekly lessons (Level 9-10). Parents are responsible for paying RCM examination fees and music. I charge a 10% fee for late payment.

**Billing:** I give you one yearly invoice for 48 lessons with the total amount divided into twelve equal monthly payments. Each payment is due by the 10<sup>th</sup> day of each month.

**Payment Methods:** I accept cash, checks, and etransfers. Please make your checks payable to Jillyne Nabrotzky. Please send etransfers to [jillyne.nabrotzky@gmail.com](mailto:jillyne.nabrotzky@gmail.com).

**Missed Lessons:** When you start lessons, you will reserve a day and time in my studio. I do not give refunds for lessons when you do not come at this time. However, if you give me at least a 24-hour notice, I will allow you to make them up on another day and/or time if available.

**Materials:** Each student needs a three-ring binder, metronome, and piano books. For your convenience, I can purchase piano books for you at discount prices or lend you used books.

**Promptness:** Please be on time. I schedule students back-to-back, so I can't give you your full lesson if you arrive late.

**Quietness:** Please enter and exit my studio quietly so you do not disturb other students. If you arrive early, please have a seat in my waiting area.

**Parking:** Please do not park in front of my house. You may park in my driveway or on the other side of the street.

**Trial Period:** I give new students a two-week trial period. Please sign and return this contract at the end of this period if you desire to continue lessons.

**Termination:** Please give me at least a two-week written notice if you decide to stop taking lessons. Once I receive this notice, I will adjust your annual invoice as of your termination date.

## Acceptance

I have read these policies and accept them. I reserve \_\_\_\_ lesson spot(s) (e.g. 1/2, 1, or 2) at Nabrotzky Piano Studio that will last \_\_\_\_\_ minutes (e.g. 30, 45 or 60).

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*student's signature (parent's signature if student is a minor)*

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*date*