



PRESENTATION MUSIC STUDIO

POLICY SHEET 2022-2023

Academic Year:

There will be a total of 32 forty-five or thirty minute lessons for the year. The lessons will be distributed over four quarters and four will be group lessons. Vacation periods, when possible are taken into consideration for scheduling the number of lessons for each term.

Tuition:

The yearly tuition is payable in advance with four quarterly payments. Payment may also be made by the semester or the year or the month if desired. If you need to make other arrangements, please contact me. You may pay by credit card. Tuition does not include costs for music, books, fees, etc. There will be a late fee for non-payment for each term and it will be deducted from the materials and fee deposit.

Materials and Fee Deposit:

A \$75 materials and fee deposit is due when beginning lessons. A record will be kept of all expenses. When the money is used in full, a copy of the charges will be given periodically to the parents, and another deposit will be required. Monies not utilized will be carried over to the next academic year. (If the student isn't continuing, then the unutilized deposit will be refunded.)

Calendar:

A calendar of lesson weeks and recital dates will be provided. Please save the calendar for reference. The calendar, along with other studio documents, is on line at www.pbvmunion.org Go to Ministry and then Presentation Music Studio.

Absences, Make-Up Lessons, Withdrawals:

The assigned lesson time must be considered the responsibility of each student. The student should arrive in advance of the lesson time and remember his/her lesson materials. No lesson will be extended for a student who is late.

- One rescheduled lesson per quarter will be allowed for lessons missed due to illness. Non-emergency cancellations, cancellations on the day of the lesson and "no shows" will not be rescheduled. In the event of bad weather the scheduled lesson time is available to those able to attend.
- A lesson missed by the teacher, other than for her attending a once per three year National Music Convention, will be re-scheduled or monetarily compensated.
- You will be held responsible for all tuition until one month's notification of discontinued lessons has been given.
- I reserve the right to discontinue any student who is in arrears with tuition payments, has three unexcused absences or is not showing sufficient progress.
- The student is expected to attend the assigned group lessons. Absences from these cannot be rescheduled.
- You are encouraged to make use of the swap list if one is provided.

Recital and Performance Opportunities:

There will be two formal recitals a year – ONE in December, held the Sunday just before school Holiday break and ONE in May, held a Sunday or two before Mothers Day along with performance opportunities at group lessons and at optional Rally and/ or Music Festival.

Lesson Preparation for which Students are responsible:

- Preparing the lesson that has been assigned.
- Keeping your nails clean and clipped short.
- Finishing your snacks before your lesson and washing your hands.
- Coming to a lesson only if you are **not** sick.
- Respectfully waiting for another student to finish his or her lesson.
- Hearing or viewing a short prayer respecting of one's religion affiliation that may be offered
- Using a bag to transport your music to lessons.

Practice Guidelines:

- Practice times must be maintained in order to complete the weekly assignments.
- Practice is given the same priority as homework.
- Practice is at a regularly scheduled time every day.
- Practice may be broken up into smaller sessions to maintain concentration.
- Practice must be without distractions. Please avoid the television, pets, visitors, phone calls or interruptions for chores during practice time.

Parental Involvement:

- The parents' or guardians' responsibilities include bringing the student to lessons on time, watching them enter the studio and picking them up on time. Please realize that instructors are not responsible for students before or after their lessons. Parking is available in the parking lot north of the Studio but drop off and or pick up can be on the east.
- The parents of music students provide a well-tuned piano, a metronome, and a quiet place to practice. Please listen to the student practice with encouragement and enthusiasm. It is recommended that a parent sit down with the student at least once a week to see that the student is practicing everything assigned.
- Parents are encouraged to use my voice mail number, email or text at any time if there is a question or concern. (Voice mail number is 701-238-7107 and Email is bernadette.trecker@gmail.com)
- If parents or siblings wish to come inside, they are invited to remain in the waiting area adjoining the Community Room or in the apartment.

PLEASE RETAIN ONE COPY OF THIS FORM FOR YOUR RECORDS. ONE COPY MUST BE SIGNED BY A PARENT, GUARDIAN, OR ADULT STUDENT AND MAILED WITH THE REGISTRATION FORM AND PAYMENT TO:

Presentation Music Studio
1251 54th Ave. South Apt. 102

Fargo, North Dakota 58104
(701) 238-7107

I HAVE READ THE PRESENTATION MUSIC STUDIO POLICY SHEET IN ITS ENTIRETY, AND I UNDERSTAND AND AGREE TO ITS CONDITIONS.

Signature _____
(Parent, Guardian, or Adult Student)

(Date)