

Studio Policy



Invoices: Invoices are emailed the last week of each month, due at the first lesson of the following month. There is a \$10 fee for late payments. Please make checks payable to "Tabitha Odel." **Missed Lessons:** Any lessons which are missed or canceled by the student for any reason will not be refunded. Make-up lessons are encouraged and may be requested by a parent prior to or following a lesson via text or email. Students requesting a make-up lesson will be added to a "make-up list" and parents will be informed of openings in the schedule. Make-up lessons are a courtesy and not guaranteed. Any lessons which are canceled by the teacher for any reason will either be made-up or credited to the following month's invoice. **Video/Phone Lessons:** Parents may request a video/phone lesson for their student as a substitution for an in-person lesson at any time, for any reason. Video/phone lessons are especially encouraged due to inclement weather or if the student or teacher is ill and unable to attend in-person. **Calendar/Tuition:** Tuition remains the same each month, regardless of how many lessons there are. Therefore, weekly students receive a total of 4 "free lessons" per calendar year and biweekly students receive a total of 2 "free lessons" per calendar year. Weekly students will also miss 4 lessons per year over scheduled breaks and biweekly students will also miss 2 lessons per year over scheduled breaks. Tuition will remain the same for these missed lessons as well and no make-up credits or refunds will be issued. If you miss any lessons outside of these dates due to the holiday season, the make-up policy will apply. If your lesson falls on another holiday (i.e., Independence Day, Labor Day, etc.) scheduled lessons will continue unless otherwise determined by the teacher. The make-up policy will apply to any lessons missed on these dates. **Cancellation of Enrollment:** If a student wishes to cancel their enrollment, they must provide the teacher with 2 weeks notice. Parents are responsible for 2 weeks of tuition after notice is given whether lessons are attended or not. **Summer Lessons:** Lessons continue throughout the summer months. Students who discontinue lessons for summer are not guaranteed an open spot in the fall and will be added to the waiting list. **Music Books:** If any piano books or supplemental products are purchased by the teacher for the student, the following month's invoice will reflect the cost of the materials. Parents will be notified of need and cost of books/products before purchasing. **Medical Emergency:** In case of medical emergency, the teacher will use his/her best judgement in obtaining medical care for the student and the parent accepts the responsibility for any related expenses.

Photo/Video Release

Pictures and videos of my student(s) may be posted on social media and/or the studio website.

Yes ___ Yes, but please submit pictures/videos to me (parent) first for my approval ___ No ___

Your signature below indicates you have read and understand the studio policy and will abide by it.

Student Name(s)

Parent, Guardian or Student (18 years or older) signature

Date ___/___/___