

# Studio Policy

## **Tiffany Shi**

972-399-9149

drtiffanypianostudio@gmail.com

Preferred method of contact: text

Below you will find a short syllabus outlining the details of being a part of my piano studio. Learning piano takes hard work and dedication, but it is also a lot of fun and very rewarding! It is important to keep a sense of humor, be ready to try new things and above all, practice daily! I am looking forward to our musical adventure together.

## **Teaching Philosophy and Goals**

I believe in an individualized approach, with a strong emphasis on excellent technique, musicianship, and mastery over the language of music. My goal is to create a safe and supportive learning environment for every student, in which they are both challenged and nurtured to grow as musicians.

## **Required Materials**

All relevant music books and pieces. Notebook for assignments.

## **Syllabus**

Each lesson will consist of warm-ups, technical exercises such as scales and etudes, and concert pieces. Concert music will consist of standard piano literature combined with pieces that appeal to each individual student's musical tastes.

## **Student Expectations**

Practicing: The required daily amount of practice will depend on your level, but the most important thing is to practice daily, with no more than one day off per week.

Recitals: Recitals will be held at least twice a year. Students are expected to participate.

Exams: When appropriate, students will be encouraged to participate in the CM exam or ABRSM. I do not require exam participation for every student.

## **Parent Expectations**

Parents can be helpful in the learning process by being supportive of the effort, yet firm about staying on top of practicing and tasks. Parents may not sit with students during lesson time, since students are learning to take care of their own responsibilities. Students tend to focus and be more creative without adult observers. Student's repertoire cannot be decided by parents. I expect my students to arrive on time. If you are late do not expect me to go over your allotted time slot. All students are carefully scheduled and other students may be waiting.

## **Tuition and Attendance Policies**

1. Monthly Tuition- Piano lessons are charged on a monthly basis, due on the first lesson day of every month.

2. Missed Lessons or Tardiness- The full lesson rate will be charged unless 24-hour advanced notice prior to the scheduled lesson time. No make-up or other credits will be offered for such missed lessons or tardiness.

Copyright © 2022 Tiffany's Piano Studio. All rights reserved. Photocopying or reuse any of this pages is illegal.

3. Allowable Cancellation- Every calendar year, each student may cancel up to four lessons if 24-hour advanced notice prior to the scheduled time is given. Once all four cancellations are used, a student must make up the lesson or be charged.

4. Emergencies- If a student is unable to give 24-hours advanced notice due to illness (with a doctor's note provided), a make-up lesson may be arranged when called prior to the lesson time.

5. Observed Holidays- If student's lesson time falls on holidays as follows: New Year Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, there will be no missed lesson from student.

6. Teacher's Absence- In the event that I must cancel, I will offer 3 options for an additional make-up day: 1) schedule a makeup lesson before or after teacher leaves/returns, 2) use allowable cancellations if no makeup is desired, 3) extend the next lesson time to count as their makeup lesson. Students who do not sign up for a make-up lesson will not be offered additional options.

7. Cancellation- For all CM students, there will be no allowable cancellations until CM exam ends.

8. Withdrawals- Any student who misses/cancels four or more consecutive without notice will be considered withdrawn from my studio; I will not hold the student's reserved lesson time.

9. Group Classes- No credit or makeup classes will be given for students who miss any group class session. No refund for early withdrawals.

10. Probation- A 30 or 60 day probation will be given for any of the following reasons: Paying your tuition late, not being prepared at the lessons, not showing improvement, not willing to try my suggestions, poor attendance, not preparing books & materials, not attending recitals, behaving poorly, or disrespectful communication.

9. Termination- I reserve the right to terminate any student immediately, and without a refund for any reason, at the sole discretion of my Studio. If studio terminates lessons, tuition will not be refunded.