

The Music Heaven Teaching Policies

2015 – 2016 Season

It is very important to understand the policies for private teaching; how it affects your learning, and how we get paid. The following are basic, simple policies that apply to all Music Heaven students, for all instructors.

TUITION

Tuition is due on the first lesson of the month and payable to: **The Music Heaven. Tuition paid after the 10th of the month will incur a \$15 late fee.** You may mail in your tuition to: 329 Colville Drive, SJ 95123

4 HALF-HOUR LESSONS PER MONTH

Students receive 4 half-hour lessons each month. We do not teach on the 5th week of the month. For example if your lessons are Saturdays – and there are 5 Saturdays of that month – then there is no class on the 5th Saturday. Lessons cannot be traded for that 5th week as instructors make plans that do not involve teaching.

PARENTS

We value our time with your child. It is best for us to work one-on-one. We have found that parent's presence distracts them. Once you are comfortable with the instructor, we prefer that you wait outside of the room.

VACATIONS

Please note that tuition is due the first week of the month. If you are going to be away, please mail or drop off your tuition so it is received in time. This insures that your time slot is held.

Vacation notices must be sent via E-MAIL. We prefer to maintain the 4 lessons per month for all of our students. When you plan your vacation – please discuss the schedule with your instructor – and we will do the same for you. Please do not deduct lessons from tuition without making us aware in advance as this is how we make our living.

PRACTICE

We ask that all students practice at least 15 to 30 minutes every day.

CANCELLATION

Cancellations must be sent in via E-MAIL.

Lessons that are cancelled by instructor will be made up within 2 weeks. Any cancellations by students must be made within 24 hours of the lesson. Cancellations less than 24 hours prior to the lesson are not subject to rescheduling. We do understand that things come up – if a student has to cancel at the last minute – it will be up to the instructor if they will schedule a make-up lesson.

PERFORMANCE

The Music Heaven will schedule Showcases (recitals) once or twice per year. Students are encouraged to perform. There will also be an opportunity for students to perform with other students of their skill level. Ask your instructor what is coming up on the schedule.

IT'S ALL ABOUT TIME

We encourage our students to take at least 6 months of lessons... all good things take time.

I have read and agree to the teaching policies for The Music Heaven:

Signature

Student:

Today's Date:

The Music Heaven - (408) 227-1585
www.TheMusicHeaven.com
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