



The Studio Policy of Hannah Elizabeth Adhikari

Instruction in Piano and Theory Studies, website: hannahehmusic.wixsite.com/pianist

Dear Students and Parents,

Welcome! I look forward to working with you! ☺ The following is my Studio Policy. These policies were created to make private lessons as enjoyable and chaos-free as possible. If you have any questions or concerns, you can text me at (662) 364-0444 or email me at hannahehmusic@gmail.com during my Studio Hours Monday through Friday @10am-8pm.

*I do my best to respond within business hours, but I may be more occupied on Weekends or Holidays. **Please keep a copy of this Policy readily available for your records.***

- ABOUT THE TEACHER:

1. Hannah E. Adhikari holds a *Bachelor of Arts in Music* and is an *active Composer & Pianist*. She continues to further her own musical growth and development to give her Students the BEST Music Education possible.
2. I provide a balanced program of weekly activities, piano pieces, and assignments designed for each student to get the most out of practice and lesson time. *I use my own Adhikari Method Materials & Curriculum to teach my Students* along with Supplemental Method Books. All of My Studio Events and activities are OPTIONAL, except for the Federated Festival Theory Exam once a year per Student.
3. I am an advocate for constructive criticism and positive motivation, but I do hold each of my Students accountable for their Practice Time and Behavior. I never demand anything of my Students that I would not expect of myself as a Pianist.
4. Email is my preferred way of communication, but I have a GroupMe for My Studio for small Reminders. I mail out Semester Notes.

- TUITION ACCORDING TO LESSON LENGTH:

Each student will have **one 30-minute** or **45-minute** lesson per week. I accept Cash, Checks, or Venmo for all payments.

*One **30-minute** lesson per week = **\$80.00 month**.

*One **45-minute** lesson per week = **\$120.00 month**.

Monthly Statements are given EVERY Friday before the week they are Due. Failure to pay tuition after the due date will result in a warning and future fee. Two late tuition payments in less than 6 months will result in dismissal of the student.

- NON-REFUNDABLE ENROLLMENT/ANNUAL FEE:

A **non-refundable annual fee of \$35.00** is required per student. It will be due at the start of lessons for **new students** as an enrollment fee, and as an **annual fee in the month of August** for **current students**.

(This fee will be used throughout the year for studio materials, services, recitals, student activities, to purchase books ahead of time, etc...)

- REQUIRED MATERIALS AND NEW BOOKS:

***Required Materials:** Each Student must provide their own **1-2" ring binder, a spiral bound notepad, and a bag** large enough to carry their books and binder in for each lesson!

***Books:** The charge for any new piano books will be added onto your Monthly Tuition Statement.

- AVAILABLE DISCOUNTS:

***Available Discounts:** Each Discount is used for ONE month at a time.

***10%** off tuition for 1 month. Write a Review: hannahehmusic.wixsite.com/pianist/students (**Limit 1 per yr.**)

***15%** off tuition for 1 month. Per missed lesson due to absence of Student if given 1 week notice or if offered by Teacher.

***15%** off tuition for 1 month. Per one day of missed lessons due to Teacher's absence. Notice will be given.

(These are for ONE day of missed lessons, either pre-planned or non-emergency. Not applicable to Flex Weeks.)

***20%** off tuition for 1 month. Current Student gives Hannah Adhikari as a Referral and New Student begins Lessons in her Studio.

(No Limit. Verbal Agreement required by BOTH parties ASAP before discount is applied.)

- DIRECTIONS AND TRAVEL:

Piano Lessons take place at my home Studio. Instructions to my house will be provided at the start of lessons. Travel Teaching slots are limited, and a travel fee will be charged accordingly. "Travel Fees" PDF available on my website.

- **AGE, BEHAVIOR, STUDENT REQUIREMENTS, & SKILL LEVEL:**

***Age:** For ages 5 or younger, please review the document “Ages 3-5” on my website. Otherwise, all ages are welcome!

***Behavior:** Please review my “Attitude and Behavior Guidelines” on my website. Excessive tantrums, explicit language, or foul attitudes are not allowed. The Hannah E. Adhikari Studio is permitted to end a lesson early if any of these issues prohibits the learning process. If behavior consistently becomes an issue, a warning for possible dismissal will be given.

***Student Requirements:** To ensure Musical Development each year, every Student ages 5-19 is **REQUIRED** to participate in the Federated Festival Theory Exam once per year. “Student Requirements” PDF available on my website.

***Skill Level:** All skill levels are welcome, from beginner to collegiate level! No auditions required.

- **MAKEUP LESSONS, CREDITS, & REFUNDS:**

***Makeups:** It is expected for you to attend all scheduled lessons or makeup lessons. If I receive less than a 24-hour notice of your absence for a lesson or makeup lesson, please understand another lesson will not be offered. Makeup Lessons are only offered if I receive **more than a 24-hour notice**, or **if there has been an emergency or emergent sickness.**

***Credits:** I do not give Credits on any of my Student’s Accounts.

***Refunds:** All refunds are given according to my discount percentages. I do not refund a month of tuition that has already been paid or missed lessons with less than a 1-week notice (see 15% discount), *outside of extreme illness or emergencies.*

- **RECITALS & PERFORMANCE OPPORTUNITIES:**

ALL PERFORMANCES: *Are optional to the Student and Parent, but are included in Tuition/Fees. The Teacher has priority to choose repertoire.*

***Recitals:** Depending on the amount of Students involved, Recital Dates are made available to Students.

***Federated Festival or MTNA Piano Solo:** My Studio now offers NFMC/MTNA Piano Solo participation.

Review the “Piano Performance” Tab on my website under the “Piano Studio” Menu option.

***Light Performance:** I record piano pieces or progress for each of my Students and put the videos or photos up on my Piano Teacher accounts. This is purely for student motivation, practice in performing, and showcasing progress. Let me know if you’re not interested.

- **STUDENT SATURDAYS**

The Hannah E. Adhikari Studio hosts Optional Activities for her Studio called **Student Saturdays**. These are for her Piano Students and their Direct Families only. Details are emailed in the Monthly Newsletter. (Included in the Monthly Tuition for current students.)

- **HOLIDAYS AND TEACHER TIME-OFF:**

*The Hannah E. Adhikari Studio **is given 3 annual flex weeks without refund** for cases outside of Holidays.

Flex weeks are only used for **absolute need, sickness, emergent weather, or emergency** by the Piano Teacher.

Notes or Emails will be given out a week prior to each Holiday & ASAP for each Flex week!

***The Hannah E. Adhikari Studio will be closed without refund for the following Holidays.**

My Studio also holds the right to change or modify Holidays if necessary or in case of emergency.

1. Spring Break Week	2 nd or 3 rd week of March.
2. Independence Day Week	Week of July 4 th .
3. Labor Day Week	Week of September 5 th .
4. Thanksgiving Week	Week of November 25 th .
5. Christmas Holiday	2 Week after the Christmas Recital.

- **CANCELATION POLICY:**

In the event you no longer wish to receive Piano Lessons from me, please let me know one month prior. Unless an Emergency or Extreme Illness occurs, the Parent or Student will be required to pay the next full month’s tuition if lessons are canceled abruptly with no previous one month’s notice. Any payments for unpaid books or materials must also be paid before the Statement is settled.

Love in Music,
Hannah Elizabeth Adhikari
Pianist, Teacher, & Composer.