



Studio Policy: the Hannah E. Adhikari Studio.

Instruction in Piano, Theory, and Composition Studies | Website: hannahmusic.wixsite.com/pianist

Dear Students and Parents,

Welcome to our Musical Family! ☺ The following is my studio policy, created to keep all facets of lessons clear, efficient, and enjoyable. Lessons take place at my home studio, and directions are given once lessons are confirmed. If you ever have any questions or concerns, you're welcome to email or text me during studio hours: Monday through Friday from 10am-8pm. I respond within the day during studio hours, while during weekends, I respond within 1-2 days. During our studio holidays, please allow 3-14 days before expecting a reply. **Keep this hardcopy readily available for your records.**

- **ABOUT THE TEACHER:**

- 1.) I communicate with my studio *through email*, our studio *GroupMe app*, and *by mailing out* our semester notes.
- 2.) *I hold a Bachelor of Arts in Music, and am also an active Composer and Pianist.* I continue to further my own growth and development each day to give my Students the best education possible. See [my website](#) for my teaching philosophy.
- 3.) I never demand of my Students that which I would not demand of myself. I'm a strong advocate for constructive criticism and positive motivation, but I do hold each Student accountable for their own growth, practicing, and behavior.
- 4.) I provide a balanced routine of weekly practice goals and assignments adapted for each Student to benefit and grow from their practice and lesson time. *I use my own curriculum as a personal guideline to teach each Student with equal and optimal efficiency. I teach from single scores, my own or other method books, and always incorporate technical exercises.*

- **ANNUAL + ENROLLMENT FEE:**

A non-refundable fee of \$35.00 is required per Student. It will be due **on the first Statement, for new Students** as an enrollment fee, and will occur **once a year in August for current Students** as an annual fee. *This fee is used throughout each year for studio materials, recitals, teacher services, events, restocking studio books in advance, etc...*

- **TUITION COST + NEW BOOK CHARGES:**

Every Student receives **one 30 or 45 minute lesson each week.** *I accept **cash, check, or Venmo** only for all payments.*

***One 30-minute lesson per week is \$85.00 month.**

***One 45-minute lesson per week is \$130.00 month.**

***New Books/Materials:** Totals for any new books or materials received from the Teacher *are added* onto your statement.

***Due Dates for Monthly Statements:** Invoices for the upcoming month are sent by email roughly **two weeks** before the due date. **Statement due dates** are the same for all families - **due before 8pm on the FIRST day of every month.** If paid any time after 8pm on the due date, your payment is late, and accruing late fees will be charged.

- **LATE TUITION FEES:**

If you don't pay your statement amount before 8 pm on the due date, a \$5 late fee will be charged, and will continue to be charged for every day after 8pm that your statement is not paid. I will send a GroupMe message when the statement is emailed, and a GroupMe courtesy reminder 3 days before the due date. Lessons cannot commence for the new month until statements are settled (tuition and late fees). Statements must be settled before any summer or student breaks begin. Personal texts or reminders are not guaranteed. *Examples of late fee scenarios are available on [my website](#) for your convenience.*

- **DISMISSAL POLICY:**

****If tuition is late twice within the studio year (August to July), a warning of dismissal is given. Upon the third late payment, lessons will resume through the end of the month, then the Student's position is forfeited and replaced.*** The family in question is then put at the bottom of my waiting list, or may choose to be dismissed. The system is reset at the beginning of each studio year (August), which means that each family starts the new studio year with zero late payments.

****If reoccurring absences, a lack of practice, or behavior struggles becomes an issue, a warning for dismissal is given.***

- **WAITING LIST:**

Prospective Students are added to a current waiting list in the order they inquire about piano lessons. Once a lesson slot opens up, I reach out to the family first in line to see if they want the time slot. If they don't want it, or are no longer interested, I reach out to the next person in line, and so forth.

Last Updated: 2024

- **STUDENT REQUIREMENTS:**

***Student Requirements:** To ensure musical development, every Student is required to finish their assigned homework and to fulfill their weekly practice chart goal. Students **ages 5-19 are also required** to participate in an annual **Theory Exam** along with the **required fee**. Review the “*Student Requirements*” PDF on [my website](#).

***Age:** For younger ages, review the “*Ages 3-5*” PDF on [my website](#). All ages + skill levels are welcome in this studio!

***Behavior:** Tantrums, explicit or rude language, and violence are all prohibited. I am permitted to end a lesson early if any of these issues prevents the learning process. Review the “*Attitude and Behavior Guidelines*” PDF on [my website](#).

- **REQUIRED MATERIALS:**

***Required Materials:** Each Student family **must provide each Student** with a **1-2” ring binder**, a **spiral bound notepad**, and a **bag!** The bag must be large enough to carry their books and materials in for each lesson.

- **ATTENDANCE, MAKEUP LESSONS, + REFUNDS:**

***Attendance:** **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 scheduled lesson, another lesson will not be offered.

***Makeup Lessons:** Makeup lessons are offered according to the Teacher’s current available schedule. Makeup lessons will be offered if I receive a 24-hour notice (or more) of an absence, or if an emergency or emergent sickness occurs.

***Refunds:** I do not give refunds on lessons or tuition costs. I only give discounts according to the percentages below.

- **STUDIO DISCOUNTS:**

***10%** off tuition for families who scroll to the bottom of [my website](#) and write a review of my studio! (*Limit, 1 per year.*)

***10%** off tuition per lesson missed. For **Student absences** IF given a 1-week notice **or** if offered by the Teacher.

***15%** off tuition per lesson missed. A notice is given asap for **Teacher absences.** (*Planned or non-emergency absences.*)

***20%** off tuition for one month. **For when a current Student family gives Hannah E. Adhikari’s name as a referral.** Once any new family begins lessons with written confirmation of who referred them, the current Student family listed will receive 20% off for one month of tuition. (*No limit.*)

- **STUDIO RECITALS, PERFORMANCES, + COMPETITIONS:**

*Recitals and Student Saturdays are **OPTIONAL**, but are included in my tuition costs and my annual fee. Competitions are **OPTIONAL**, but paid for only as needed. The Teacher has priority in choosing all repertoire.*

***Recitals + Student Saturday Performances:** Details are made available to Student families in each semester note.

***Piano + Composition Competitions:** Read the information under the “*Student Performance*” tab on [my website](#).

***Student Social Media:** I record or take photos of each Student’s pieces, performances, or progress. This aids in Student motivation to practice, allows extra opportunity to perform, and also showcases their monthly growth! I post these photos and videos on my studio Facebook, Instagram, and/or YouTube accounts. My social links are listed on [my website](#).

- **HOLIDAY CALENDAR + TEACHER EMERGENCIES:**

***The Hannah E. Adhikari Studio is given 3 flex weeks and 7 holiday weeks annually without a refund.** Flex weeks are for Teacher emergencies, Teacher long-term illness, or for long-term bad weather. Holidays are for family time off for the studio and for the Teacher. I hold the right to change or modify holidays as needed. Students are notified of flex weeks asap. **All holiday weeks are listed on [my website](#) and are listed in your semester note** received in the mail.

- **CANCELATION POLICY:**

***If you wish to cancel or postpone lessons with me, please let me know one month prior.** *When lessons are canceled abruptly with no previous one month’s notice,* the Student is **still required to pay** that month’s statement. The Student will receive **no refund** on an already paid statement. Books or materials previously given out to the Student must also be paid for before the Statement is settled.

Love in Music,
Hannah Elizabeth Adhikari