

Melody Ouyang's Piano Studio

Studio Policy

2009-2010

THIS POLICY IS FOR STUDENTS WHO ARE STUDYING WITH INSTRUCTORS OTHER THAN DR. OUYANG

Classes Periods

We have year-round open enrollment; tuition will be prorated for the number of remaining lessons in our teaching year.

Classes start from August 17, 2009 thru June 22nd, 2010.

There will be no classes for the weeks of Thanksgiving (11/23/09-11/29/09), Christmas (12/21/09-1/3/09) and Spring Break (3/15/09-3/21/09)

There will be no make up classes for the above weeks.

Recitals, Competitions, Festivals, and Theory Tests

Recitals are held twice per year. Competitions, festivals, and theory tests are offered through out the year by different music teacher associations. Participation in these events are strongly recommended but not forced as they will increase student's confidence and ability to perform in front of an audience, and is an integral part of music education. Please note, for beginners, we strongly encourage that we wait until the student is ready to play in front of an audience.

Practice Requirement

In addition to weekly lessons, daily practice at home is essential in improving your music skills. Beginner students are expected to practice at least 20-40 minutes per day. Intermediate students are expected to practice at least 30-50 minutes per day. Advance students are expected to practice at least one hour per day.

Tuition (For Teachers other than Dr. Ouyang)

Equal monthly installment payments through June

30 minute lessons: \$156/month

45 minute lessons: \$234/month

60 minute lessons: \$312/month

- First month tuitions is due on the week of August 15th, 2009 or in the beginning of the enrollment
- You have two options for the remaining payments:
 1. A series of post-dated checks—4 post-dated checks pre-written for the amount of each month's tuition is due on August 15th or at time of enrollment, and another series of 5 post-dated checks pre-written for the amount of each month's tuition is due on January 15th. Your check will be cashed on the 15th of each month.
 2. Enroll in automatic monthly tuition charge (automatic debit from checking account)—Please provide a voided check to enroll in our auto charge debit system, monthly tuition will be withdrawn from your checking account on the 15th of each month.

There is no long-term contract. To withdraw and suspend tuition charges, a withdrawal fee of \$45 and one full month prior notification in writing from the first of the month is required, even if the first of the month is a school holiday.

*There will be an NSF charge of \$20 for all returned checks and failed auto charge.

Registration Fee

Registration fee is \$39 per student or \$69 per family. The registration fee includes two recitals at a recital hall, printed programs, and theory/festival preparations.

This fee is due at registration so we can hold the time slot for you.

This fee is non refundable and non-transferable.

Please make all checks payable to Melody Ouyang

Make Up Lessons and Switches

Student Absence:

There will be only ONE make up session per semester. Make up lessons will be given only for the following reasons. There will be no exceptions.

--Illness

--Weather (only when Frisco ISD is closed for the day)

On occasions, you may wish to switch lesson time with another student. I will provide you with the contact info and schedule of all the students of your instructor; however, Melody Ouyang's Piano Studio will not be able to make the switch for you. It is your responsibility to make the switch and contact Melody Ouyang's Piano Studio by email at melodyouyang@gmail.com in advance so the instructor can properly prepare your lesson.

Teacher Absence:

In the event that a teacher is absent, MINT reserves the right to provide a substitute teacher for the lessons. If a substitute teacher is not available, we will make every effort to contact students to arrange a make up lesson. If a substitute teacher is not available, Melody Ouyang's Piano Studio will inform the affected students in advance so we can arrange appropriate make up lessons.

Please note, the last day for make up lessons is June 30, 2010.

FACULTY

All faculty at Melody Ouyang's Piano Studio are highly qualified, university trained educators. We will assign a teacher that we feel is most appropriate for each student. We will make every effort to accommodate requests for specific teachers. In rare and unforeseen circumstances, MINT also reserves the right to change the student's teacher at any time.

Summer Schedule and Extra Lessons

Continuity is very important in music lessons and I strongly recommend all students continue their lessons during summer break. Students who are interested in classes over the summer break, or wish to have extra lessons during the school year, please contact us individually.

Fees for individual lessons

30 minutes - \$39

45 minutes - \$59

60 minutes - \$78

Others

- There will be no bathrooms available at the studio. Please ask your child to use the bathroom at home before coming out for lessons. Please do not ring the doorbell of the house or the neighbors' houses to ask for bathrooms.
- Although the lessons are scheduled back to back, each student is still entitled to have uninterrupted attention during their entire lesson. So if you drop off the student for the lesson, please come back 5 minutes before the end of the lesson. This way, the teacher can give you instructions/feedback regarding the lesson, and the next student can start the lesson on time, without interruption. Also, if you arrive early, please wait in the car and do not enter the studio until 5 minutes prior to the lesson time. Once in the studio, please maintain absolute silence until the previous student's lesson is finished.

Parent signature

Date

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