



Michael Wheeler Studios
Quality Music Instruction

General:

In order to provide both the best possible lessons as well as the most positive learning environment, this policy has been drafted as an aid to parents and students so that they know what is expected in the studio. Students should arrive on time and be prepared on their scheduled days. Preparation includes having all materials necessary and being well practiced.

Payment:

Payments are made four times a year and cover (on average) 12 weeks of study. Lessons are \$240 per quarter for half hour, \$300 for forty-five minutes and \$360 an hour. **Payment is due the first week of the quarter and can be paid through check, cash or with a major credit card.** No credits are available for lessons canceled by the client, however; lessons canceled by the instructor (where no substitute instructor is available) be credited to the next quarter's lessons. Lessons that fall on a 5th week of the month will be taken off.

Substitute Instructors:

In instances where the instructor is absent, a qualified substitute may be used to teach lessons. Clients who cancel their lessons with the substitute will be treated as a canceled lesson with the regular instructor.

Make Up Sessions for Missed Lessons:

Twenty-four hours notice of cancellation is required in order for a student to receive a make up session. Make up sessions are available based on the schedule of both the student and instructor. If no convenient time can be found within two weeks of the missed lesson the session will be forfeit and no make up session will take place.

Practice Time:

Students are required to practice a minimum of 30 minutes a day, five days a week in order for lessons to be effective. Students who wish to excel at their studies will need to practice more. Each student is encouraged to maintain a practice journal which details amount of practice time per day as well as making note of any questions or specific problems they encounter. Finally, students are encouraged to keep up with online tutorials. The studio YouTube and Blogger account can be reached through the website: michaelwheelerstudios.com

Lesson Materials:

Please understand that music lessons require certain materials and we will always keep a sensible budget in mind when requesting you purchase these materials. Students need to have the right books, instruments and items for recording; such as a hand-held recorder or SD card. We request that you not ask faculty to photocopy copyrighted sheet music. For those parents/students who would like to set up a book account with the instructor, this can be arranged.

Group Classes (4th Week Lessons)

Typically group classes will fall on a 4th week of the month and will be announced at the beginning of the quarter. There will be two group classes which last approximately one hour. The first is for students younger than 12 years of age and the second will be for students 12 and older. Students who take one hour or less will only attend the group lessons on final weeks of the month, there will be no private lessons during this time. Students who take more than one hour a week will have one regular lesson.

Behavior:

Students are expected to show respect to their instructor, the classroom and their fellow students. A positive and supportive attitude is expected at all functions related to the studio including recitals, presentations and group activities. Students who consistently engage in disruptive/disrespectful behavior will be asked to leave the studio.

Dress Code:

Students should wear comfortable clothing that allows them to move easily. Students should not arrive to lessons in clothes that are overly restrictive or revealing, and excessive jewelry should be avoided. **Concert attire is expected at all studio-related functions.** T-Shirts that display alcohol, graphic, violent or otherwise offensive material should not be worn to music lessons.

I have read and agree to abide by all sections set out in both pages of the studio policy:

Name and Date