

PIANO ACADEMY OF KANSAS CITY

7791 QUIVIRA RD., LENEXA, KS 66216 | (913) 735-9507 | INFO@PIANOKC.COM

Policies & Procedures

Upon signing up for lessons, the student/parent will be asked to read the studio Policies & Procedures and sign/date the document. By signing, you agree to respect and abide by the studio's current policies as long as the student is taking lessons with the instructor. If a new version of the policies is issued, the instructor will provide a copy with the changes highlighted.

General Information

Private lessons are offered in 30, 45 and 60 minute sessions.

At The Studio

Students are expected to arrive for lessons on time with all their materials and music. Parents and siblings may quietly peruse the waiting area, wait in their vehicle in the driveway, or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson – but not afterwards, in order to respect the next student's time slot.

Payment

- Students have a choice of paying the whole semester up front or paying 5 monthly flat-rate fees.
- Monthly tuition payments are due **at the beginning of each month by the 15th of the month**. If the tuition is not paid by the 15th of the month, a late fee of \$15 dollars will be applied to your bill.
- There are 18 lessons scheduled for each Fall and Spring semesters plus one make-up week at the end of each semester.

	<u>Tuition*</u>
<u>30 min. session</u>	<u>\$475/semester</u> <u>\$100/month</u>
<u>Recital Fee</u>	<u>\$10/student</u>
<u>45 min. session</u>	<u>\$712/semester</u> <u>\$148/month</u>
<u>Recital Fee</u>	<u>\$10/student</u>
<u>60 min. session</u>	<u>\$950/semester</u> <u>\$195/month</u>
<u>Recital Fee</u>	<u>\$10/student</u>

*Piano Academy of Kansas City reserves the right to raise fees at the beginning of each academic year. Tuition may be paid via cash/check, automatic check using your bank's online bill pay, or credit card/debit card via Paypal online. For payments made online, a service fee of 3% will be added to each payment.

Materials: Cost of materials and books are not included in the tuition.

The student should obtain an assignment notebook, which will be used to keep track of assigned pieces and practice suggestions/goals for each week.

Makeup Lessons:

- Piano KC will allow one make-up lesson at the end of the semester. Due to limited time availability of our teachers, the make-up lessons **are not guaranteed**.
- If teacher misses your scheduled lesson due to concerts or other professional engagements, that lesson will be made-up at the time agreed upon both parties.
- If the student cannot make his make-up lesson, the make-up lesson **will not** be moved to another time for any reason.
- If the roads are impassible due to inclement weather and Piano KC closes, the missed lesson will be made-up, or a credit will be applied to your account.
 - However, **if Piano KC is open for lessons**, but the student decides not to travel (for any reason), having a lesson via Skype or FaceTime is a viable option for that week, or student can choose to cancel the lesson **with no credit awarded**.

Parent Participation

Parents are encouraged to be supportive and active participants in practice at home. Parents are also encouraged to attend and quietly observe lessons once a month or more.

Recitals

Piano Academy of Kansas City provides students with an opportunity to perform in the Studio Recital twice a year at the end of each semester. The recital fee will be added to the tuition payment each semester.

Print Student Name

Student/Parent Signature

Date