

# Kristen Todd, B.M., M.M.

## Studio Policy and Agreement (2024-2025)

**Schedule** | Weekly lesson dates and times will be given on an attached document.

**Academic Year** | The academic year of ten months (September through June) will consist of 38 lessons.

**Summer Months** | During July and August, lessons are scheduled flexibly and at everyone's availability. They are not part of the tuition charged during September through June, and are priced per lesson.

**Attendance and Cancellation** | Regular weekly lessons are essential to a student's progress in their music study. Please notify the teacher at least 24 hours in advance regarding any known absences.

**Missed Lessons** | Tuition is not refunded if a student misses a lesson. Instead, two make-up lessons per year are provided on scheduled make-up days. If I arrive at your home for our regular scheduled lesson time and the student is not home, a make-up lesson will not be offered.

**Make-up Lessons** | Make-up lessons will be offered if the teacher must cancel. If the student must cancel, two online make-ups are offered each year on designated make-up days (listed on attached schedule). These are scheduled on a first come-first serve basis. Make-ups will only be offered online.

**Inclement Weather** | We will meet online in the case of inclement weather.

**\*Tuition** | Tuition includes the student's weekly lesson time, lesson planning and repertoire preparation, driving time and car-related expenses, scheduling, communication with parents, recital organization and booking, and professional development dues and conferences/seminars. Tuition assures that the teacher will be present on the dates/times on your attached schedule, to teach 38 private lessons as scheduled in the academic year (September through June). **Annual tuition is split into ten monthly installments to be paid in the form of check, cash, or via PayPal, Zelle, or Venmo.** Payment reminders are sent at the end of the month, and payment is expected by the first lesson of the month.

	Cost per month
<b>30-Minute Private Lessons:</b>	<b>\$ 175</b>
<b>45-Minute Private Lessons:</b>	<b>\$ 230</b>
<b>60-Minute Private Lessons:</b>	<b>\$ 285</b>
<b>75-Minute Private Lessons:</b>	<b>\$ 335</b>

<b>90-Minute Private Lessons:</b>	<b>\$ 375</b>
<b>105-Minute Private Lessons:</b>	<b>\$ 425</b>
<b>120-Minute Private Lessons:</b>	<b>\$475</b>

**Discontinuing Lessons** | To discontinue lessons, please notify the teacher in writing one month in advance.

**Practice** | In order to progress, students need to commit to practicing effectively at least five days a week. Practice suggestions are given during the lesson in students’ notebooks.

**Performance Opportunities** |

- Studio Recitals: Performing in a formal recital setting is an exciting opportunity for students to showcase their hard work and improvement in the presence of their family and friends. Two recitals are held during the academic year. A recital fee of \$20 per family would be charged for each recital. Participation is encouraged, not mandatory. \*Participating in a recital includes staying for the whole recital in order to support others and show respect for students' hard work and accomplishments.\*
- Festivals and Competitions: The list of events in the area can be found on the “Upcoming Events” tab on the website.
- Exams: Students are welcome to participate in RCM examinations. These opportunities require additional entry fees. Please visit this site to learn more: [Home | The Royal Conservatory of Music \(rcmusic.com\)](http://www.rcmusic.com)

**Communication & Parent Participation** | Communication is best handled via e-mail. Parents are encouraged to be supportive and active participants in practice at home. The teacher welcomes e-mails anytime during the week if students or parents have questions regarding repertoire or practicing.

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Student’s Name

\_\_\_\_\_

Parent’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Kristen Todd

\_\_\_\_\_

Date