

Wardlaw-Bailey Music Studio

2014-2015 Teaching Policies

Freya Wardlaw-Bailey, piano James Wardlaw-Bailey, cello

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Address: 1721 Burlington Street, Anchorage, AK 99508

Tuition:

- Cello lessons are \$40 per hour, \$35 per 45 minutes, or \$25 per half hour.
- Piano lessons are \$55 per hour or \$44 per 45 minutes. Half hour piano lessons for \$33 are available for students ages 7 and younger.
- Students commit to attending and paying for lessons for the full semester. Fall and spring semester tuition is due in two payments. Summer session tuition is due in one payment. Payment for extra lessons is arranged at the time of scheduling.
- Payment for music books and events is due at the next payment deadline or by the end of the semester. Books are provided by your teacher, who will issue a separate invoice as necessary.
- Invoices are normally given out or emailed a week or more before payment is due. However, if you do not receive an invoice, you are still responsible for all payment deadlines.
- **Payment deadlines:**
 - July 10, 2014: First fall semester payment due for 8/18 through 10/12.
 - September 15, 2014: Second fall semester payment due for 10/13 through 12/20.
 - December 15, 2014: First spring semester payment due for 1/5 through 3/7.
 - February 15, 2015: Second spring semester payment due for 3/16 through 5/23.
 - May 15, 2015: Summer session payment due for 5/26 through 8/16.
- **Exceptions:** Please contact your teacher in advance if you have any difficulty meeting these payment deadlines. We understand each family's financial situation is different, and are willing to consider alternate payment plans as necessary.

Cancellations:

- Please assume that your scheduled lessons are the only time we have available for you each week. If you expect to be late or are unable to attend a lesson, we appreciate a phone call or email as far in advance as possible. Our teaching styles rely on consistent attendance and good communication. Being on time for your lesson allows us to cover an adequate amount of material each week and shows your commitment to learning your instrument.
- No make-up time or refunds are given for late arrivals or missed lessons. Lessons may be rescheduled within the same semester if your teacher has open time available, generally within one week before or after the original lesson. Rescheduling must be requested at least 10 minutes before the original lesson time.
- If you are too ill to go to school or work, we ask that you cancel or reschedule your lesson out of respect for the health of our other students.

Cancellations (continued):

- If an ongoing conflict with your lesson time arises after a payment deadline, you may request a time/day change for the remainder of the semester, subject to your teacher's availability. Payment is expected for all originally scheduled lessons even if a new time is not available immediately.
- If your teacher is late for a lesson, he/she will either extend it as your schedule allows or give you a refund or credit for the missed time.
- Students will receive a refund or credit for any lessons which their teacher cancels that are not rescheduled.

Exceptions:

- If you need to skip a lesson due to an out of town trip or other conflict, let us know before the payment deadline for that date and we will omit the lesson from your invoice. This exception is generally limited to two skipped lessons per semester during the school year.
- You may request a 50% credit or refund for canceling a lesson due to an unavoidable conflict, with at least 7 days notice. This is only for occasional conflicts and your teacher will decide how many credits to allow per semester.
- **Snow Days:** Students have the option to cancel for a refund or credit on days the Anchorage School District closes school due to extreme weather, or reschedule if possible. Canceling or rescheduling must be requested at least one hour before your original lesson time.

Calendar:

Lessons are held each week on the following dates, except for the holidays listed below.

Fall semester 2014 is August 18 through December 20.

Spring semester 2015 is January 5 through May 23.

Summer session 2015 is May 26 through August 16.

There will be no lessons on the following dates:

September 1 – Labor Day

November 27 – Thanksgiving Day

December 21-January 4 – Winter Break

March 8-15 – Spring Break

May 25 – Memorial Day

July 4 – Independence Day

All other holidays will be considered individually. Dates and availability are subject to change.

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I understand and accept the terms and conditions stated on the 2014-2015 studio policy sheet, effective August 18, 2014 through August 16, 2015.

Student name _____

Student birthdate (optional) _____

Parent name _____

Email address(es) _____

Mailing address _____

City _____ Zip code _____

Phone numbers _____ home _____ student cell

parent(s) cell _____ _____

Signed _____ Date _____

parent or guardian if student is under age 18