

Wardlaw-Bailey Music Studio

Teaching Policies

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We are committed to helping each student discover the joy of making music through an individual approach to lessons, with focus on technique, theory, ear training, note reading, and performing skills.

Tuition

- ❖ **Tuition Rates** for 2017-2018 school year:
 - \$60 per hour
 - \$48 per 45 minutes
 - \$36 per half hour
- ❖ **Student commitment** is by the semester. Fall or spring semester tuition is split into two payments. Summer session tuition is due in one payment or as lessons are scheduled.
- ❖ **Semester dates** are announced in advance and generally follow the Anchorage School District calendar.
- ❖ **Tuition deadlines** are approximately one month before the start of each payment period. Invoices are emailed through PayPal or Square.
- ❖ **A late fee** of \$20 is applied to unpaid invoices after each payment deadline.
- ❖ **Payment** for music books and events is included on invoices. Books are provided by your teacher for reimbursement.
- ❖ **Exceptions:** Alternate payment plans are available – please ask!

Cancellations

Regular lesson attendance is important for consistent learning, but we understand that conflicts happen. We appreciate a phone call, text, or email when you are unable to attend a lesson, and we offer the following options:

- ❖ Request a **Skype** or **Facetime** lesson during your originally scheduled time.

- ❖ **Reschedule** to an open spot within the same semester, during normal teaching hours. Subject to teacher availability. 10 minutes notice required.
- ❖ **Cancel** with at least 7 days notice for a 50% credit. Limited to occasional, unavoidable conflicts.
- ❖ **Snow Days:** Reschedule or cancel for a refund/credit on days the Anchorage School District closes school due to extreme weather. One hour notice required.
- ❖ **Plan Ahead:** Up to two lessons per semester may be skipped at no charge, when you notify us *before* the payment deadline.
- ❖ **Illness:** If you are too ill to go to school or work, please cancel or reschedule your lesson out of respect for the health of our other students.
- ❖ **Permanent lesson time/day changes** are subject to teacher availability. Payment is held for all originally scheduled lessons even if a new time is not available immediately.
- ❖ **Teacher cancellations:** A refund or credit is applied for any lessons canceled by your teacher that are not rescheduled. If your teacher is late for a lesson, it will be extended as your schedule allows or a credit applied for the missed time.

Effective August 21, 2017
Rates and policies are subject to change