

Wardlaw-Bailey Music Studio

Teaching Policies

Freya Wardlaw-Bailey, piano teacher

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Address: 1721 Burlington Street, Anchorage, AK 99508

I am 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 2019-2020 school year:

\$62.50 per hour

\$50.00 per 45 minutes

\$37.50 per half hour

❖ **Student commitment** is by the semester. The 4-month fall/spring semester tuition is split into two payments. 3-month 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. **Summer session** can be your choice of any number of lessons, scheduled first come, first served.

❖ **Tuition deadlines** are approximately one month before the start of each payment period. Invoices are emailed using PayPal and may be paid by cash, check, or card.

❖ **A late fee** of \$25 **per week** is applied to unpaid invoices after each payment deadline. There is a 24-hour grace period before the first fee applies.

❖ **Payment** for music books and events is included on invoices.

❖ **Exceptions:** Alternate payment plans are available – please ask!

Cancellations

Regular lesson attendance is important for consistent learning, but I understand that conflicts happen. I appreciate a phone call, text, or email when you are unable to attend a lesson. While rescheduling availability is usually very limited, I do offer the following options:

❖ **Reschedule** to any open spot within the same semester through the online calendar (login at wardlawbailey.com/schedule.php). Subject to teacher availability. One hour notice required.

❖ Request a **Skype, Facetime, or phone** lesson during your scheduled lesson time. This is a great option for snow/ice days.

❖ **Snow Days:** Reschedule or cancel your lesson for full credit on days the Anchorage School District closes school due to extreme weather. One hour notice required.

❖ **Record** yourself playing and send via email, text, or Dropbox *before* your originally scheduled time. I will then reply with suggestions and comments.

❖ Currently registered **siblings/family** may use your lesson time when you are unable to attend. Please notify me in advance.

❖ **Plan Ahead:** Up to two lesson dates per semester (fall and spring) may be omitted at no charge, when you notify me *before* the payment deadline. Additional dates may be omitted with the same advance notice for school or religious holidays.

❖ **Illness:** If you are too ill to go to school or work, please reschedule your lesson out of respect for the health of my other students. **Skype/Facetime/phone** lessons are also a great option if you are well enough to play the piano but need to avoid exposing others to illness.

❖ **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:** While I do my best to avoid cancelling lessons, occasionally this is necessary due to work conflicts or illness. I will credit your account for any lessons I cancel that are not rescheduled. If I am late for a lesson, I will extend it as your schedule allows or apply a credit for the missed time.

Effective August 18, 2019

Rates and policies are subject to change