

Wardlaw-Bailey Music Studio

Teaching Policies

Freya Wardlaw-Bailey, piano teacher

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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 2023 Fall Semester:
 - \$70.00 per hour
 - \$56.00 per 45 minutes
 - \$42.00 per half hour
- ❖ **Students commit** to a full 4-month fall or 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** is scheduled separately and can be your choice of any number of lessons.
- ❖ **Tuition deadlines** are approximately one month before the start of each payment period. A **one-lesson deposit** is due in May to reserve your spot for the fall semester. 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 are added to invoices. Recitals and group classes are included in lesson tuition at no extra charge.
- ❖ Students taking **weekly lessons** for the entire school year will receive a **one-lesson discount** applied to the final spring semester invoice.
- ❖ **Exceptions:** Alternate payment plans are available – please ask!
- ❖ **Reschedule** to any open spot within the same semester through the online calendar (log in at wardlawbailey.com/schedule.php). Subject to teacher availability. One hour notice required.
- ❖ Request a **video chat** or **phone** lesson during your scheduled lesson time. This can be last-minute and is a great option for snow/ice days.
- ❖ **Record** yourself playing and send via email, text, or Dropbox *before* your 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 when you notify me *before* each payment deadline.
- ❖ **Illness:** If you have any symptoms of illness, please reschedule your lesson to protect the health of my family and other students. One hour notice is required. Or, request a **video chat** lesson 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.
- ❖ If you arrive **late for a lesson**, we will end at your scheduled time. If I am late, I will extend the lesson as your schedule allows or make up the missed time on another date.
- ❖ While I rarely **cancel lessons**, occasionally this is necessary due to work conflicts or illness. I will **reschedule** any lessons that I cancel to an alternate day and time, or you may select an open spot from the online calendar.

Cancellations

Regular lesson attendance is important for consistent learning, but sometimes 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: