

# 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 2022 Summer Session and 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 an open spot within the same semester through the online calendar (log in at [wardlawbailey.com/schedule.php](http://wardlawbailey.com/schedule.php)). Subject to teacher availability. One hour notice is 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: