



## Studio Policy Sheet

### SCHEDULE:

#### School Year

The studio follows the Denton ISD schedule with the exception of Mondays. Being that there are more Monday holidays, we will still hold lessons on all Mondays with the exception of Christmas, Thanksgiving, and Spring Break. For students that are scheduled on Saturday or Sunday, if there is no school on Friday, then the studio will be closed the following Saturday or Sunday.

#### Summer Lessons

During the months of June and July we feature our summer camp format "SPARK" (for beginners) and "CRESCENDO" (for all other levels). During "SPARK" and "CRESCENDO" we endeavor to give the students a fun and flexible variation to their normal weekly lesson routine. These weeks will be "intensive" in structure as the students will come each day at the same time for one straight week. These "intensive" weeks will take the place of their normal weekly lesson and students will have the opportunity to turn their focus on areas of music such as, but not limited to:

Piano Bands: We will be coming together in groups of five or six students and forming a "piano band" where all the students are assigned to separate parts. The students will learn to play in ensemble form as they learn their individual music. We will prepare the pieces of music together and then perform it with our "SPARK" or "CRESCENDO" performance groups in our fall concert. Even beginners will be able to participate in the concert.

Composition: Students will learn how to create and write their own music.

Ear training: Improvisation and chord playing—understanding use of chords, lead sheet playing, arranging, and learning to listen and use our ears to hear and understand music better.

Rhythm band formation: Working together in a rhythm band to improve our rhythm skills.

To offer flexibility to families during these two summer months, the students will have the option to choose one week in June **AND** one week in July from the available camp weeks. You will be informed of the exact dates for "SPARK" and "CRESCENDO" in early spring. Other than the chosen intensive camp weeks, students will not need to attend the studio. Weekly private lessons resume the first week of August.

**STUDIO SLOTS:**

Time slots are held by commitment to monthly piano instruction OR full tuition payment, including during the months of June, July, and August. Out of courtesy to students on the waiting list, the studio is not in a position to hold a slot open for any student at any time, without paid tuition, including the summer months. The studio gives consideration to the summer break period and the flexibility needed for vacation schedules. If you wish to maintain your studio slot, and the flexibility offered through the June and July intensive camp schedule does not meet your need, contact the studio to inquire about special arrangements. In any case, a studio slot cannot be reserved without full tuition payment. No refunds or adjustments will be made to the tuition rate for missed time.

**PAYMENTS:**

Being that the studio schedule coincides with the school schedule, some months will have five lessons, some months will have three lessons and most months will have four lessons. Tuition is charged at a flat rate based on four lessons monthly. Accounts will not be billed extra for five lessons in a month, nor will accounts be charged less for three lessons.

Tuition is due the last session of each month and will be applied to the UPCOMING month. Tuition may be submitted via the student by check or cash at the time of the lesson, U.S. mail, or Bill Pay through online banking. Personal checks should be made out to NSMS. If cash payments are handed directly to the instructor, please be sure to place the payment in an envelope with the student's name on the front. A \$5 late charge will be added to the account if payment is received after the 7<sup>th</sup> of the month unless other arrangements have been made with the Administrative Department.

There will be a yearly Spring recital fee in the amount of \$25 - \$30 per student, which will be due around the time of the recital.

**MISSED LESSONS:**

While the studio is not in the position to adjust or refund the monthly tuition for any reason, you may request a makeup lesson for illness, or planned family/school trips. Please notify the studio in this case within 48 hours before or after the missed lesson. You may reach the studio by calling or texting at 214-755-7106 or by email at [mail@newsongmusicstudiotx.com](mailto:mail@newsongmusicstudiotx.com). Makeup sessions will be fulfilled on a studio cancellation basis. There will be no makeup lessons offered in the case of a "no show".

**STUDIO WITHDRAWAL:**

In the event that a student needs to withdraw from the studio, a thirty day notice OR one month tuition payment is required. The withdrawal period will go into effect on the day the studio is notified of intention to withdraw and will be complete thirty days from the date of notification.

Tuition will be prorated if applicable. If you have any questions regarding these policies, please contact the studio.