POLICIES AND PROCEDURES

Hours of Operation:
Lesson times are flexible and will be arranged directly between the instructor and student.

Lessons and Fees: Students will register for lessons each semester of the school year. Lesson fees are determined by the individual preparatory applied faculty. Students will pay a $25 dollar non-refundable registration fee plus the first lesson fee of the semester to the DePauw University School of Music Preparatory Program. Checks should be made payable to DePauw University and submitted to the instructor.

All other lesson fees will be paid directly to the instructor. All student registration forms and fees are due before the student’s first lesson. The instructor reserves the right to stop lessons at any time during the summer if lesson payments are not received in a timely manner. All outstanding balances must be fulfilled before a new semester of lessons may begin.

Attendance and Cancellations: Regular attendance at all lessons is vitally important. However, if you are sick, for the health of others, please stay home. Call your instructor as soon as possible in order to cancel a lesson. Make-up lessons may be arranged at the discretion of the instructor.

Performance: Studio recitals will be presented at the end of each semester at the discretion of the instructor. These recitals will give students the opportunity to perform for others the music they have worked on during the semester and enable them to work on performance skills and concert manners.

Studio Rules:
- Students will attend all lessons regularly.
- Students will conduct themselves with decorum and respect for their teachers, studio equipment, and instruments.
- Students will arrive on time for their scheduled lesson.
• Students will bring all music and materials needed for their lesson.

• Students will practice on a regular and consistent basis. The amount of time needed for warm-ups and practice depends on each student’s level, number and length of pieces. As a general guideline, the youngest student needs at least two 10 minute sessions a day, while more advanced students need a full hour daily. Students should discuss practice policies and expectations with their instructor. Remember, quality of time is more important than quantity.

• NO food, drink, or gum will be permitted in the studio.

Lesson Termination Policy:

• Each student is enrolled in the DePauw University School of Music Preparatory Program for the entire semester. Please inform the instructor as soon as possible if you must terminate instruction. Registration fees are non-refundable.

• Lessons may be terminated by the instructor in the event of ongoing irregular attendance, repeated failure to prepare assigned material, disruptive behavior or failure to pay lesson fees.

• Please inform your instructor of any vacation plans in advance.

Teacher/Student/Parent:

• The teacher accepts the responsibility to provide an atmosphere for learning and making music. However, the teacher cannot learn for the student. The student understands that he or she must prepare for lessons by practicing consistently, listening to and cooperating with the instructor, and by bringing all necessary music and materials to the lesson.

• Parental responsibility only begins with paying for lessons. Parents should take part in and help to oversee the student’s practice routine. This includes demonstrating ongoing interest, encouragement and assistance in the scheduling of your child’s day. Parents are responsible for providing a daily quiet time to practice. To assist in arranging this, a practice area should be established where students will not be distracted by other activities.