



## Studio Policies and Procedures

### **Lessons**

New students receive one free trial lesson with a teacher. If they wish to continue in that teacher's studio, a \$25 Registration Fee will be required to hold their spot and continue lessons.

Students will receive **16 weeks of lessons in Fall Semester and 18 weeks of lessons in Spring Semester**. Specific dates the studio will be open and closed can be seen on the Studio Calendar for each semester.

All students will be guaranteed one makeup lesson per semester. Lessons missed beyond this will be forfeited unless the teacher chooses to make it up. We do not give refunds for missed lessons.

If the teacher misses a lesson, they will give at least 24 hours notice and provide a substitute teacher or make up the lesson in a timely manner.

As teachers usually have several students in a row, they will not be able to give a full lesson for late arrivals, so please be on time to your lesson.

Teachers generally will not be able to change the schedule once the semester starts, so please let them know of any scheduling conflicts you foresee before setting a lesson time for the semester.

Even if you are just trying out lessons, it takes at least a semester to notice real progress. Please treat lessons as a commitment for at least the semester, or better yet, a full school-year. If there are extenuating circumstances that cause you to need to quit before the semester is up, please see the Lesson Termination Policy.

### **Inclement Weather**

Imagine will close if Norman Public Schools closes or if we deem it unsafe to travel to the studio. Should lessons be canceled due to weather, Skype or Facetime lessons may be used if possible. If not, please reschedule with your teacher as schedules allow.

### **Summer Lessons (June-August)**

Summer study is highly encouraged to preserve skills and knowledge learned during the semester. Teachers and students can be flexible with scheduling to allow for vacations, camps, etc. Please see the most current information online and look for our Online Summer Sign-Up Form in late Spring.

### **Communication**

Please make sure you have your teacher's information for their preferred method of contact and that they have yours. It is best to communicate directly with your teacher if possible, rather than the studio unless it is something the teacher cannot handle.

For more information, please contact Jennifer Walschap, Director.  
[ImagineMusicAndArts@gmail.com](mailto:ImagineMusicAndArts@gmail.com) or (405) 310-5110

## **Tuition**

You and your teacher will discuss the appropriate length of lessons. We assess a registration fee of \$25 per family for new students and those who take a break of a month or more (including summer). Tuition may be paid by the semester or in installments.

**Fall Semester is 4 months (Sept.-Dec.) and Spring Semester is 5 months (Jan.-May) Payments are due by the 10th of the month and late payments will incur a \$10 late fee.**

### **Rates for 2018-2019:**

	<b>Fall Semester</b>	<b>Spring Semester</b>
<b>30-minute Weekly Lessons</b>	\$400 total or \$100/month	\$500 total or \$100/month
<b>45-minute Weekly Lessons</b>	\$600 total or \$150/month	\$750 total or \$150/month
<b>60-minute Weekly Lessons</b>	\$800 total or \$200/month	\$1000 total or \$200/month

**Sibling/Multiple-Instrument Discount:** We offer a discount of 5% off the total semester tuition for each additional child or instrument, with a max discount of 15%.

Tuition will be prorated if starting mid-semester. Monthly statements will be sent out via email.

Payments are accepted in the form of **cash, check, or card at the studio, or cards online via your digital invoice. Please make checks payable to Imagine Music and Arts, LLC.**

**If needed, please mail to:** Imagine Music and Arts, 800 W Rock Creek #121, Norman, OK 73069.

## **Termination of Lessons**

In the unfortunate event that there are extenuating circumstances and lessons must be terminated, we ask for 30 days' written notice. The student will be responsible for that 30 days' tuition whether lessons are taken or not, and legal action may be taken if the student's account is left unsettled.

## **Music and Materials**

Your teacher will let you know what books or materials you need, which can be picked up at our local music stores or ordered online. Students are responsible for purchasing all materials and bringing them to lessons.

## **Recitals and Performances**

We will hold a Winter Recital and a Spring Recital. See the Calendar for exact dates and locations.

Some teachers may hold separate group Performance Classes or enter students in local festivals and competitions. Let your teacher know if you are interested!

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