



Scheduling

Lessons are conducted during the school year only on weekdays. Lessons will not be held on days when there is a school holiday, public holidays, or on long weekends, unless via special arrangement on a case-by-case basis. Summer lessons can be pro-rated when a schedule is agreed upon at the beginning of each month, June through July.

(Initial)

Payment

Tuition is paid monthly via cash or check and will be due at the beginning of each month at the time of the student's first lesson of the month. If tuition is more than a week late, a \$15 late fee will be incurred. Tuition will be divided evenly across the months of the school semester. This means that whether there are five or two lessons in that month, the tuition fee is the same. In other words, the monthly bill will be calculated by adding together the price of all of the lessons the student is owed per semester and dividing this number by the months in the semester. Invoices will be emailed to your preferred address one week prior to the first lesson of the month, along with a reminder via text.

(Initial)

Special Activities, Awards, and Fees Due

Students will perform in two recitals each year, the Christmas Recital and the Spring Recital with memorization awards and festival trophies being given out during the latter. The annual registration fee of \$15 for school-age students covers the cost of recital fees (awards, trophies). Being a member of GCAPTA, my students also have the opportunity to perform annually in the GCAPTA spring festival as well as other festivals and competitions in the Memphis area but fees for optional events will be collected separately.

(Initial)

Missed Lessons

Each student has a reserved lesson time, and is responsible for that time. When you register for lessons, you reserve a weekly time in my schedule for the duration of the school year. Because specific times are set aside for specific students, a student who does not attend a lesson will simply miss the benefit of that lesson. If you know in advance that you need to miss a lesson due to travel or a school related event, please contact me with at least 24 hours' notice to schedule a make-up lesson. *Missed make-ups and lessons cancelled within 24 hours will be subject to forfeiture. Lesson time cannot be extended due to late arrival.

*Exceptions may be made for school-related conflicts, prolonged sickness, or extenuating circumstances on a case-by-case basis. For weather-related cancellations, I will offer a virtual lesson at your regular lesson time. If I'm sick or otherwise unable to attend a lesson, I will offer a make-up lesson or apply a lesson credit to your next invoice. Lesson time cannot be extended due to late arrival.

(Initial)

30 Day Notice of Cancellation

If a student must discontinue lessons in the middle of the school year, a written, thirty-day notice is required. Payment is due during this thirty-day period whether or not lessons are taken.

(Initial)

Supplies

Students will need an assignment notebook and music. Students must provide their own notebook, but I will buy their books and add the cost to the bill for reimbursement. Bills for music will be sent as necessary.

(Initial)



Practice Time

Students need a daily, non-interrupted time to practice. Time will vary according to assignments and student levels. School age students will be given practice charts that contain the days of the week and a place for a parental signature. If they are able to practice 4 days out of the week and have a parent sign off on it then they can earn a second piece of candy that week. If new practice charts are required you can let me know or you can visit the website to download a PDF version and print them off at home.

(Initial)

Memory

A memory competition is held every school year starting in the fall and ending in the spring. The student that is able to add the most pieces to their memory chart in their category will be awarded a 1st prize medal as well as a cash prize. There will also be a medal for the 2nd and 3rd place winners.

Parental Involvement

Parental support is crucial to the success of each student. The assignment notebook is my means of weekly communication about expectations, assignments, and progress.

(Initial)

Festivals and Competitions

Students also have the opportunity to perform annually in the GCAPTA spring festival as well as other festivals and competitions in the Memphis area. Participation in these events will earn a student a trophy at the Spring Recital.

Local Piano Tuning and Maintenance

Jerry Gosage 901-409-1969

Jonathan Saunders 901-499-8589

John Aldringer 901-827-3609

Pilant-Douglas Piano Tuning and Moving Service 901-388-6555

To my students: Thank you very much for your interest in studying piano with me. I am looking forward to having you in my studio, and I can't wait to watch you grow into a fantastic artist and pianist!

Sincerely,

Mrs. Anna Shelton-Brownell, Piano Instructor

I have understood and agreed to these terms and conditions. (Initial)_____

Student (Parent) Printed Name:_____

Student (Parent) Signature:_____ Date:_____

Instructor Signature:_____ Date:_____