

# PHOENIX MUSIC STUDIO'S

## *Terms of agreement / Policies & Procedures*

*Please initial each section, sign/date at the end, and return this form to the teacher. By signing this agreement, you agree to respect and abide by the studio policies.*

\_\_\_\_\_ **General Information** | Weekly private lessons are offered in 45, or 60-minute sessions, depending on the student's age/level and playing ability.

\_\_\_\_\_ **At The Studio** | Students are expected to arrive for lessons in a timely manner, with all required materials and music. To discuss student progress, parents are welcome to talk with the teacher during the first five minutes of the student's lesson or you are welcome to contact the teacher at the end of the teach day by phone or other communication ways.

\_\_\_\_\_ **Practice and Instrument** | Private students are expected to practice daily at home to follow through with their lessons, as it help maintain steady improvements on their instrument.

\_\_\_\_\_ **Materials** | Students are recommended to use a tote bag to carry books to and from lessons. The student will be given a studio information outline/notebook at their first lesson, which will be used keep track of assigned pieces and practice suggestions/goals for each week. Parents will need to obtain all needed books and materials for the student based on progress and teacher recommendation.

\_\_\_\_\_ **Calendar and Schedule** | The tuition rates are determined based on a calendar of \_\_\_\_\_ weekly private lessons as well as approximately \_\_\_\_\_ monthly Studio group Classes, occasional studio activities, recital expenses, and more. The teacher does not teach 1 to 2 weeks in December 1 week in March and 1 to 2 weeks in August.

\_\_\_\_\_ **Summer Months** | during the summer months, students are still required to practice and take lessons; however, they will be provided with two options:

1. Students may participate in summer camps and workshops if they are available during the summer term.
2. Or, students may continue weekly lessons (8-10 in total) based on availability.

\_\_\_\_\_ **Tuition and Payment** | The tuition rates and methods are shown in the table below. (1)  
In three large, equal installments. Payments are due September 1<sup>st</sup>, January 1<sup>st</sup>, April 1<sup>st</sup>  
(summer term is separate).

	<b>Fall term (Sept to Dec)</b>	<b>Winter term (Jan to March)</b>	<b>Spring Term (April to June)</b>
<b>60-Minute Weekly Private Lessons:</b>	<b>15 weeks</b> \$75 x 15 = \$1125	<b>12 weeks</b> \$75 x 12 = \$900	<b>12 weeks</b> \$75 x 12 = \$900

Payments will be given to the teacher at the lesson during the first week of class of the term.  
Payments can be made by cash, cheque (post-dated by the 1<sup>st</sup>) or by e-transfer. The  
teacher reserves the right to raise fees at the beginning of each new academic year.

\_\_\_\_\_ **Makeup Lessons** | Due to the teacher's limited availability, makeup lessons cannot  
be guaranteed. However, if an absence arises due to unforeseen situations such as an accident  
or family emergency and if the student indicates a desire for a makeup lesson, the  
teacher will make an effort to accommodate a makeup. Please be courteous to the  
teacher and fellow students by notifying the teacher at least 36 hours in advance regarding  
any known upcoming absences.

\_\_\_\_\_ **Discontinuing Lessons** | every student stops taking lesson at some point. Ideally, this  
decision is made thoughtfully with plenty of discussion between the teacher, parent, and  
student so that lessons can cease with a positive sense of closure. For this reason, the teacher  
asks for one month's notice in writing prior to discontinuing lessons. However, the  
teacher respects the student's right to end lessons at any time. Note: At the discretion of the  
teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition,  
an excess amount of absences/unprepared lessons, or if they show a lack of interest and if they  
are not practicing enough to meet certain requirements.

\_\_\_\_\_ **Parent Participation** | Parents are encouraged to be supportive and active participants in  
the students' practice sessions at home. Parents are also encouraged to attend and quietly  
observe lessons if they wish to do so.

\_\_\_\_\_ **Studio Events** | each year, the studio schedules a number of exciting events for students  
and their parents. All of these events are provided at no extra cost from the instructor end, with

the exception of studio recital, master classes and workshops, which will have expenses for the guest instructors.

- Studio /Group Classes: Studio Classes are provided for private students of similar ages/levels to promote student camaraderie and to reinforce concepts taught during private lessons. Studio Classes typically involve students working together and help learn how to evaluate their own playing and gaining feedback based on the repertoire that is being learned. A portion of this group class may involve working on

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chamber/ensemble repertoire. With young students, this helps them to learn in different settings and help them to enhance self-awareness.

- Studio outings: Throughout the year, studio outings are organized including trips to hear public and/or private performances, orchestra concerts, and other performances. These outings are provided at no additional cost to the student (unless the venue and concert have ticket sales). Parents are encouraged to accompany as drivers/chaperones and enjoy the music.
- Studio Recitals: Performing in a formal recital setting is an exciting opportunity for students to showcase their hard work and improvement over the year in the presence of their family and friends. The recital is held during the spring (usually in April) each year.
- Master classes/workshops: Throughout the year, there are master class/workshop settings, which will be offered for students to participate in. This is an optional and/or mandatory opportunity created to help students with their improvement on their instrument. Some of these workshops/master classes may be outside of the studio and require a certain number of students in order to create the class. Throughout the year, local universities and college music programs organize a few of the workshops.
- Community Performances: Performance opportunities are offered throughout the academic school year for students based on local community festival and events. Students are encouraged to participate as it assists in the improvement of their performance skills. These opportunities also allow them to showcase their performance capabilities as it also teaches them about stage presence and develop comfort in public performance skills.
- Student (charity) Recitals: Students are encouraged to create performance opportunities in the community as way to 'give' to charity organizations. It is usually encouraged more for older students who are in high school and those who are able to put together at least 45mins to 1 hour worth of music. Please contact and discuss with the instructor for more information.
- Examinations: Students are welcome to participate in practical and theory examinations throughout the year, which is conducted by the Royal Conservatory of Music (RCM). Please contact the instructor for more information.
- Competitions/Festivals: Students are provided opportunities to participate in local, regional, provincial, national and/or international competitions, which are offered throughout the academic school year. When student achieve certain performance levels, they are encouraged to participate in competitions/festivals based on their performance capability.

- Community & Audition Ensembles: Students are encouraged to participate in local community small and/or large ensembles based on their preference and commitment. There are several small and large ensemble opportunities within the community. There are also higher level ensembles and camps that students can choose to audition for once they are at a certain age and/or reach a certain playing ability. Please communicate with the instructor for more information.

\_\_\_\_\_ **Communication** | There are many great ways to stay informed regarding studio news and events!

- Studio Newsletters: Please watch for studio newsletters and other occasional emails/messages, which will arrive in your email inbox. Newsletters feature practice tips, recognize student achievements, announcements of studio events and also other events.
- Studio Website: Visit [www.phoenixmusicacademy.ca](http://www.phoenixmusicacademy.ca) to find teacher contact information, current studio policies and procedures, the studio calendar, archives of previous monthly studio newsletters, and much more.
- Facebook Page: Students and parents are welcome to join the studio's Facebook page. "Liking" this page, allows students to interact with the teacher and other students while maintaining the privacy of each student's Facebook profile.
- Soundcloud: Visit <https://soundcloud.com/tinawangmusic> to view and listen to recordings of etudes and repertoire in which students are working on. It is a platform setup for students to reference some of the music they are working on.
- YouTube: Visit <https://www.youtube.com/playlist?list=PLhwYTmtDaU2GW6H866TBpOLjV8qrLqYPV> to view and listen to recordings of student performances and/or competitions. Student videos posted only with student and parental permission. These videos have been shared on the Facebook page and featured on studio website.

The best way to contact the teacher is via email, by phone or text message. Phone calls are also welcome, especially on weekdays between 10am and 2pm. The teacher always welcomes emails or text messages during the week if parents or students have questions regarding their repertoire or other matters.

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Student Signature (or parent if student is under 18)

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Date

