

POLICIES & GUIDELINES

ABSENCES & MAKE-UP LESSONS

1. Your tuition guarantees that your lesson time will be reserved for your personal use each week. Please contact your teacher by 5:00 pm the evening before your appointment in order to reschedule. If the teacher does not have an immediate availability, the lesson time may be saved for future use. Tuition is not refunded if a class is missed. Please, feel free to contact your teacher as soon as you know of a scheduling conflict.
2. Any lessons missed or cancelled on the day of the lesson (excluding those due to illness or family emergency) will not be rescheduled.
3. In the case of illness or emergency, we do our best to accommodate the needs of our students and will reschedule your lesson based on the teacher's availability. Please, do not attend a lesson if the student has a fever. If other members of your family have been ill, please contact your teacher so that he or she may make an informed decision whether they would prefer to reschedule.
4. If your teacher needs to cancel a lesson then the appointment will be rescheduled or may be saved for future use. We are committed to honoring 100% of your tuition.

TARDIES

Please contact your teacher if you find that you are going to be a few minutes late. If no contact is made and a student has not arrived within 10 minutes of the scheduled lesson time, it will be assumed that the student is absent and the teacher will move on to other activities. Picking a student up late or dropping off early can disrupt other lessons. Please consider this as you are planning your commute.

TUITION

Our most popular lesson length is 45 minutes but 30 minute lessons are also available. Lessons meet four times per month. Tuition is due the first day of the month for that month's lessons.

30 minute lesson \$100 per month at the home of the teacher.
 \$120 per month at the home of the student. (Visalia/Tulare/Exeter)

45 minute lesson \$150 per month at the home of the teacher.
 \$180 per month at the home of the student. (Visalia, Tulare, Exeter)

1. The above rates are based on lessons that occur four times monthly. If five weeks occur in a month, the fifth week may be used as a break or a make-up lesson.
2. Tuition is due the first day of each month for that month's lessons.
3. Tuition postmarked after the fifth will incur a \$10 late fee which should be included with the payment. NOTE: If you know that your tuition will arrive late, please contact René. She reserves the right to waive fees, adjust due dates, and is accommodating whenever possible.
4. Please make checks or money orders payable to Hamilton Piano Studio or HPS. To pay with a credit or debit card, please visit www.HamiltonPianoStudio.com and click "Make a Payment". (You do not need a PayPal account to take advantage of this service.) Many families find it convenient to set up an automatic payment through their banking institution.
5. It is customary to give a 30 day notice if lessons will be stopped. Tuition will be requested for that time.
6. Returned check fee \$25

RECITAL GUIDELINES

1. Participation in student recitals is encouraged but not required.
2. Recital attire is mandatory for performers. Young ladies, please wear dresses or skirts knee length or longer. Young men, please wear pants and collared shirts; no denim.
3. The studio always holds a Master Class a day or two prior to each Recital. Attendance of the Master Class is mandatory for participation in the Recital. The Master Class is structured as a low-anxiety teaching environment, thus only teachers and students may attend. However, parents are welcome to observe from the lobby. The Master Class is specifically designed to teach performance technique, how to overcome performance anxiety, as well as concert etiquette. The Master Class gives the teacher and student one last opportunity to determine if the student is musically and emotionally ready for the recital. We want each performance to be a positive experience for the pupil and a step forward in musical growth but there are the occasions when postponing a performance is in the best interest of the student. The students gain confidence when they know that they can trust their teacher to be honest and forthright about their readiness.
4. There are no regularly scheduled lessons the week of the Master Class and the week after the Recital. The Master Class & Recital are the instruction for that period.