



Private Studio Policies and Procedures

Registration Procedures

All students are expected to have submitted the required registration forms and payment *prior* to beginning their private lessons. There will be a one time, \$25 registration fee due upon registration. This fee will cover the cost of sheet music and materials necessary for private study. The registration fee will also reserve the students' spot in our program. The signed registration forms and payment can be dropped off or mailed to **300 S. Ardmore Ave. Villa Park, IL 60181**. Once registration forms and payment have been received, a confirmation email will be sent with information regarding your student's lesson time(s) and private instructor(s). All checks can be made out to Trinity Music Center.

Registration Fee

The one-time, \$25 registration fee will only be necessary for students *new* to the program. Registration fees are non-refundable.

Payment Options

Trinity Music Center allows for the following payment option:

Monthly tuition payments made by submitting a check in the appropriate amount on the first of each month. *Student tuition for the first month must be paid at the time of registration.*

Note: Payments are **NOT** to be given to the private instructor before or after a lesson. Payments may be submitted by placing them in the designated drop box outside located near our private music studios.

Payment Procedures and Expectations

Tuition payments are expected to be submitted by the first lesson of each new month. A payment reminder email will be sent one week prior to the payment due date each month. *Late payments or returned checks will result in a \$10 late fee for each week the payment is passed due.* The parent/guardian of the student will be notified via email when a late fee has been charged to the student's tuition. All payments can be placed in the designated drop box located near our private music studios. All checks can be made out to Trinity Music Center.

Rates

Weekly lesson fees are as follows:

½ Hour Lesson	Hour Lesson
\$25	\$45

Private Lesson Information

Excused Absences: Students enrolled in private lessons are required to attend all scheduled sessions. If a student needs to miss a lesson for any reason, a parent or guardian must notify both the director **AT LEAST 24 HOURS** prior to the student's lesson time. Trinity Music Center will offer each student **two make up lessons** for missed sessions. If a student misses a scheduled lesson **WITHOUT** notifying the director and instructor, the lesson will **NOT** be rescheduled.

Rescheduling: If a student wishes to permanently reschedule their lesson time, a parent or guardian must send a request to both the director and private instructor with the alternate time that would best fit the student's need. The alternative time will be approved based on the availability of the student, instructor, and the studio space.

Parent/Guardian Lesson Attendance: Parents and/or Guardians are only permitted to observe student lessons if it has been previously approved by both the director and the private instructor. Parent/Guardians are encouraged to wait in the designated waiting area near our private studios during your student's lesson time.

Lesson Materials: Students are required to bring any and all sheet music and music method books with them to each of their scheduled lessons. Students taking private instrumental instruction (with the exception of piano) will be expected to bring their own musical instrument to each lesson.

Personal Items: Cell phones and other electronic devices are to be turned off and put away during private instruction. Students are **NOT** permitted to bring gum, food, or any liquids besides water into the private studio.

Withdrawal: Should a student choose to withdrawal entirely from the program at any time, any fees previously collected will be **NON-REFUNDABLE**.

Performances and Recitals

Recitals and other performances are great opportunities to showcase student growth and increase their confidence! Students will be notified by their private instructors as performance opportunities arise throughout each session. There will be **one** studio recital presented each year. Specific recital dates will be determined based on space availability, and will be released to the students and parents/guardians when scheduled. Students are **NOT** required to perform at any scheduled recital or performance. Student participation in these performances can be discussed with their private instructors.

Pick Up/Drop-Off and Child Supervision

For the safety of the students, parents should drop students off for lessons no earlier than 15 minutes prior to their scheduled time. Students should also be picked up immediately following their lesson. Many of our instructors teach back-to-back lessons and will be unable to supervise young students. Parents are encouraged to wait in the designated waiting area during their child's lesson.

Studio Cancelations/Closings

Trinity Music Center will coincide with any cancelations and holiday breaks through District 45. This does **NOT** include teacher in-service days or early dismissals. Should the director choose to cancel lessons for any reason, parents or guardians will be notified. Lessons canceled due to weather or any other circumstance by the director will be rescheduled based on the student, instructor, and studio availability. *Note: The Director may choose to hold lessons a day where school is not in session- i.e. Columbus Day, President's Day, etc. Parents will be advised in the payment reminder email when lessons have been canceled due to a school holiday.*