

Hannah Rentschler*Private Piano Instructor

2021-2022 Business Policies

PURPOSE OF BUSINESS POLICIES

The purpose of these business policies is to provide an understanding of the responsibilities of both the teacher and the student.

FINANCIAL INFORMATION

- Tuition is based on a rate of \$15 per ½ hour lesson. (Students taking an hour lesson receive a discounted rate of \$25.)
- Lessons are given weekly. Tuition is charged monthly and due at the first lesson of each month. (A statement will be provided the week before.)
- A late fee of \$15 will be charged for each late tuition payment.
- A recital fee of \$5 will be billed in the month of the recital.
- Students must provide and bring a spiral-bound notebook (preferably 5"x7" or 8"x10") to their lesson.
- I generally purchase music for my students, since I know exactly what they need and can sometimes get a teacher's discount. A receipt for these materials will be provided to the students and reimbursement will be expected within two weeks.

CANCELLATION POLICY

As part of my contract with Peachtree Learning Center, I am required to support the following cancellation policies: *In the event of a missed lesson, please note the following:*

- *Tuition is not refunded unless the missed lesson is a result of the instructor's absence and a make-up lesson cannot be scheduled.*
- *If you know in advance (a minimum of 24 hours' notice) that you will be absent, your instructor may be able to schedule a make-up lesson. However, your instructor is not required to offer this service as providing instruction to other students who*

are in attendance is a priority. Make-up lessons will not be offered for last minute cancellations.

• If your child becomes sick and needs to be absent, please notify your instructor as soon as possible. Your instructor will try to schedule a make-up lesson if possible. Per Insurance, if Peachtree Learning Center has to close due to inclement weather, every activity held in the building that day must be cancelled. If a make-up lesson cannot be provided, the student will be credited for that lesson. If there is stormy weather (possible tornados), Peachtree may not have time to make a call on cancellation. This would be left up to the teacher & parent. If a teacher or parent feels unsafe travelling, a make-up lesson should be offered.

PRACTICE REQUIREMENTS

All students will be required to practice 4-6 days a week. The length of this practice time will vary dependent upon the student's academic level. Taking private music lessons is both a privilege and a responsibility. A lack of practice results in a lack of motivation, and makes it difficult for me to do my job properly. Please respect my time and your child's education by encouraging a regular routine of practice in your home.

SPECIAL ACTIVITIES

Students are strongly encouraged to participate in Peachtree's Spring Recital. These recitals are essential to the development of musicianship skills as they provide an incentive for practice and memory work. The spring recital is formal (not black-tie, just "Sunday Best").

I also work with students who have opportunities to perform in talent shows at their schools or serving in worship services at their churches.

TEACHER'S PLEDGE

I promise to teach each student to the best of my abilities. I promise to be fair and professional in all my dealings with the student. I promise to network with other teachers and to continue educating myself in the field of piano studies so that my teaching methods do not become stale or outdated. I promise to discover what motivates and encourages each student in order to meet his/her individual needs. I promise to be available to each of my students and his/her parents - feel free to call at any time with any question.

STUDENT/PARENT PLEDGE

Once you have read and agree to these policies and procedures, please sign the Business Policies Pledge on your student's application, and retain this information for your personal records.

Thank you and God bless!