



## Harmanny Music Education Summer Policies and Procedures

*(updated April 2021)*

**Attendance for in person lessons:** Regular attendance is expected and encouraged in order to gain maximum benefit from music instruction. If you know ahead of time you will miss a lesson, please log into [harmannymusiceducation.com](http://harmannymusiceducation.com) (see below) and cancel the lesson. Missed lessons are inevitable and, therefore, have been taken into account in the overall cost of tuition and a week is scheduled at the end of each semester for makeup lessons. **The monthly installments are the full total of the 8 lessons spread over the 3 months.** 8 total lessons are scheduled in the summer term (4 in June, 1 in July, 3 in August). Extra lessons can be scheduled as needed for an additional fee.

Students who are late for their lesson will only be given the remainder of their time. Please be on time for your own benefit.

Please also note that the instructor may cancel lessons from time to time for various reasons including (but not limited to) personal illness, inclement weather, and professional travel. Although planning and scheduling is done ahead of time (see calendar), an exact number of lessons for each year cannot be guaranteed. **As stated above, the inevitability of missed lessons on the part of the student or the teacher have already been considered in the formulation of the summer tuition.**

**Attendance for online lessons:** With online lessons, the same expectations as above, however, extra steps of preparation need to be included. Make sure that you have everything ready at the agreed upon time, that you are at your instrument, ready to begin.

## **Student Responsibilities and Commitment**

Books and Materials Books and materials are included in your monthly costs. They are yours to keep. However, it is the student's responsibility to bring materials to lessons each week. If a student does not bring his or her books/ materials, an ideal lesson experience cannot be guaranteed; however, every effort will be made to provide an effective experience. **Instructor reserves the right to refuse to give a lesson if a student does not bring his or her materials to the lesson.** No refunds will be given.

If a student loses a book or other materials, the student (or parent/guardian) will be responsible for replacing the item(s) at their own expense.

Practicing Students are expected to include frequent trips to their instrument as part of the rhythm of life. If you have a question about how much or how often to practice, please ask your instructor. The more a student practices, the better they will become. Your lesson should not be the only time each week you use your instrument. **Practice outside of lesson times is essential for growth as a musician and for the financial investment into lessons to pay off.**

Tonara: All students will be given a login for the app Tonara, with a link to a step by step tutorial of how to set up the app. This will give information on what and how to practice, and students earn points weekly based on how many times they log in, practice and complete assignments.

**Teacher Responsibilities** The teacher has the responsibility to provide a positive atmosphere for learning. Specific goals will be established for each student. The teacher will continue to develop teaching skills by maintaining memberships in professional organizations, attending specialized workshops and educational programs, reviewing professional publications and engaging in other activities leading to professional growth (which is part of your tuition).

## **Tuition**

Tuition is an all-inclusive membership fee that includes:

- Weekly private lessons and periodic group classes (see calendar)
- Books and materials (including using technology at each lesson)

Lessons are 30 minutes in length. The cost for summer lessons is \$80 per month, whether in person or online. Monthly payments are due by the 1st of each month. There is a \$25 late fee if payment is received after the 4th of each month. If tuition is still not received by the 14th, lessons are suspended until the account is settled. After 30 days, the student is considered dismissed and will lose their exclusive spot in the schedule and will have to re-enroll. The studio runs much like a private school and tuition is based on 8 lessons for the summer. **Tuition is**

**based on enrollment, not attendance, reserving your child's exclusive lesson time throughout the piano year, whether or not he/she attends each lesson. *If there are any financial reasons, please speak to Craig and an arrangement will be made.***

*Preferred methods of payment (in order of preference):*

1. Payment through Stripe
2. Online or app payments through PayPal or Venmo
3. Cash or check payments to **Craig Harmann**

These are very simple, quick, and convenient methods of payments.

Keep in mind that payments are due BEFORE the 1st of each month. Payments made ON the 4th are considered late.

**Enrollment** Students (or parent/responsible party if student is under 18) must complete and sign enrollment form. First tuition payment (annual or monthly) is due before student is considered enrolled.

**Withdrawal** 30 days notice must be given if you wish to withdraw from lessons. No refunds will be given.

**Dismissal** A student may be immediately dismissed at any time for reasons including (but not limited to) those listed below. No refunds will be given.

- excessive absence or tardiness
- habitually late/nonpayment of tuition
- lack of lesson preparation, effort, or practice
- behavior or attitude problems

**Communication** If you have any questions or concerns, you are welcome to come in and talk with Craig during the first few minutes of your child's lesson, rather than at the end, so as not to take up another student's lesson time. Also, you may call or text at any time (210)-527-7955, or send an email at [harmannymusiceducation@gmail.com](mailto:harmannymusiceducation@gmail.com) . During teaching hours, you may leave a voicemail and your call will be returned as soon as possible.

## To the Student...

1. Practice at least 5 days a week.
  - a. 1<sup>st</sup> and 2<sup>nd</sup> year students should practice 20-30 minutes daily.
  - b. 3<sup>rd</sup> year students (and above) should practice 45-60 minutes daily.
2. Practice to accomplish something, not just for the time expected. You will be instructed on tools to how to effectively practice.
3. Check in to Tonara regularly for messages and to earn points!
4. Bring all of your music to every lesson, or have it ready when you begin your online lesson..
5. Understand what you need to practice and ask questions.
6. Open and check your Tonara app before you practice!

# Student Information Form

*(Needs to be returned!)*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

Other Extracurricular Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Does either parent have any musical training? If so, who, what instrument, # of years:

\_\_\_\_\_

\_\_\_\_\_

Other Children?: (Names and ages) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: Y/N

Emergency Contact: \_\_\_\_\_

Preferred Method of Contact (Best way for quick contact in case of cancellation):

\_\_\_\_\_

What are the goals for music education? (Musical appreciation, competition, lifelong enjoyment of instrument, etc.): \_\_\_\_\_

\_\_\_\_\_

Is there regular access to a keyboard or piano (for piano students)? Yes/No

Does the student have any unique attributes, physical or learning challenges that may affect their ability to learn music?

Yes/No (Please circle one, and if yes, please describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How much time can your child commit to practice each day (Recommended 15 min/day x 5 days for prep, 20 min/day x 5 days for Beginner, 30-60 min/day x 5 for Intermediate +):

\_\_\_\_\_

\_\_\_\_\_

Are you and/or your child interested in compositions/pursuing examinations?

Yes/No (please circle one)

\* Occasionally, pictures or video may be taken of your child. These pictures or video are taken for instructional purposes (to show hand position, posture, etc.) and are only for us within the studio. However, occasionally, we may take photos for use on [www.harmannymusiceducation.com](http://www.harmannymusiceducation.com) and/or Harmanny Music Education's Facebook/Instagram/Twitter pages. If you do not want your child's image on social media attached to this studio or the website, please note below.

Harmanny Music Education has permission/does not have permission to use my child's likeness on social media (Harmanny Music Education website, Facebook/Instagram/Twitter) (Please circle one)

\_\_\_\_\_ Initial

I have read the policies of Harmanny Music Education and I understand and agree to the applicable policies (fee schedule, lesson cancellation/illness policy, 30 day cancellation policy, etc.)

Sign: \_\_\_\_\_

Date: \_\_\_\_\_