



## Harmanny Music Education Summer Policies and Procedures

*(updated May 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. **Tuition remains consistent regardless of the number of lessons attended.** 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 annual tuition.**

**Attendance for online lessons:** With a shift to 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.

**Practice outside of lesson times is essential for growth as a musician.**

**Performances** There are no mandatory requirements for performing due to the fact that each student has his or her own unique characteristics, preferences, goals, and skills. A Spring and a Fall recital will be scheduled and participation is strongly encouraged, as well as participation in local festivals, contests, and other events in order to build confidence and share music with others. At this point, our spring recital is on hold due to the Coronavirus pandemic

**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).
- Recitals
- 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. 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 10 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 emailed invoice
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!