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MELODIYA PIANO ACADEMY POLICY- Revised 6/2020

TUITION

The calendar year is divided into 3 semester sessions: Fall, Spring, and Summer.

- Tuition and Registration Fee reserves a mutually agreed upon weekly scheduled appointment with an instructor.
- Tuition is billed on a per semester basis in full, before the start of each semester.
- External opportunities/exams/competitions outside of Melodiya will be charged an additional fee.
- A \$25.00 return check fee will be charged for all returned checks.
- As with all billing services, a \$5 late fee will be applied to your account for late payment of tuition.

INITIAL _____

PRACTICE REQUIREMENTS

Progress and success heavily depend on consistent/daily practice and strong parental support at home.

- Students are required to practice a minimum of 30-60 minutes a day/6-7 days a week.
- Students not fulfilling practice requirements, will finish out the term on probation, with weekly updates. Renewing for the next semester is contingent on marked improvement. Recommendations will be made for an alternate teacher if student cannot commit time to practice. **INITIAL** _____

LESSON CONFLICT / SWAP REQUEST

Your instructor will try to help you find a swap if you email your contact information, lesson day and time, **24-48 hours, before** the day of your scheduled lesson.

- Current students of Melodiya receiving the email request will be directed to contact you, personally.
- Cancellation received the day of is not guaranteed a “swap request email”. Please plan ahead.
- Alert your instructor of the swap.
- Lesson swaps are not guaranteed. **INITIAL** _____

STUDENT ABSENCE

Missed lessons/unsuccessful swaps are not credited, rescheduled, or refunded. **INITIAL** _____

INSTRUCTOR ABSENCE

Lessons cancelled due to instructor’s absence, will be rescheduled to a mutually agreed upon day/time.

INITIAL _____

INCLEMENT WEATHER

Online instruction at the scheduled time and day of lessons will replace in-person lessons due to inclement weather, as determined by Melodiya. Melodiya will notify students by email, at NOON, the day of studio closing due to inclement weather. If internet access is a problem, student agrees to send video of their prepared lesson plan for feedback within 2 days. If student elects to do neither, the lesson during inclement weather is forfeited.

INITIAL _____



PANDEMIC

With the ever changing landscape of the current virus, lessons may not resume in the studio for many months. When in the studio, hand washing, personal hand sanitizer and masks may be a requirement for all enrolled students, until further notice. Students are requested to not attend lessons if they feel ill, have a temperature or cough, and/or any symptoms that may be associated with the COVID (or any flu like) virus.

- Lessons will move to online instruction if the studio is once again instructed to close due to a city, county, state, or nationwide pandemic.
- If internet access is a problem, student agrees to send video of their prepared lesson for feedback.
- Lessons and tuition are forfeited if alternate modes of instruction, due to studio closing, are not accepted by the student. **INITIAL**_____

RESTROOM USEAGE

Due to COVID risk and other flulike risks, the restroom is reserved only for emergencies until further notice.

- It is a shared restroom, with high traffic, between 2 businesses and impossible to monitor usage and sanitation between each use.
- To mitigate risk of viral spread, please use the restroom at home before and after arrival for lessons.

INITIAL_____

EARLY / LATE ARRIVALS and FRIENDS/FAMILY

Out of concern for the safety and well being of all students taking lessons, it is necessary to adopt the following policy regarding students that are left unattended by parents. At times, your instructor may have to leave immediately after a lesson, in which case, a student would have to wait outside the studio. There is no possible way for the instructor to supervise the above situation. Melodiya LLC disclaims responsibility for any harm or injury incurred in any area outside of the immediate instruction area.

- Please do not arrive sooner than **5** minutes before your scheduled appointment and please be prompt in pick-up.
- Friends and family are asked to wait outside the studio.
- Only the scheduled student and 1 parent may attend at one time until further notice.
- To ensure safety of our children, the outside studio door will always be locked. Please ring the doorbell upon arrived. **INITIAL**_____

OUTDOOR STREET SHOES

Please do not wear shoes inside my studio during the winter and weeks of rain/mud. There will be a special designated place for all outdoor shoe wear. Please bring alternate shoes or slippers to wear inside during the weeks of sloppy weather. **INITIAL**_____

MATERIALS

All necessary materials will either be purchased by Melodiya LLC and students will be billed accordingly, or the student will be sent a shopping list. Prompt payment of musical materials is required upon receipt of purchase.

INITIAL_____



SOCIAL MEDIA

It is customary for student first names and/or images/videos to be used for internal or external communications such as newsletters, brochures, social media, video/photos and advertisement. Melodiya LLC **asks permission** to take/use photographs/video of student(s) to be used in advertising, to be displayed on the company website, in company social networking sites (ex. FaceBook, Twitter) and/or any other promotional materials.

Yes / No INITIAL _____

PLEASE SIGN:

I, _____ have read the studio policy and disclaimer of Melodiya LLC and fully agree to abide by the terms outlined above. Melodiya LLC will not suffer any liability for the consequences of my failure to follow the above policy of Melodiya LLC.

Print Name: _____

Sign Name: _____ Date: _____