**NARCISO SOLERO PIANO STUDIO**

**3436 Payne Street**

**Falls Church, VA 22041**

**(703) 655 - 1017**

**E-mail: Narcisosolero@aol.com**

**www.narcisosolero.com**

President: Virginia Music Teachers Association

Past-President: Washington, D.C. Music Teachers Association

Member: Music Teachers National Association

 Virginia Music Teachers Association

 Northern Virginia Music Teachers Association

 National Federation of Music Clubs – Virginia Federation of Music Clubs

 Springfield Music Club

STUDIO POLICIES AND PROCEDURES 2020 - 2021

**ENROLLMENT:** Before being admitted into the Studio, the teacher will hold a personal audition with the student and conference with the student and parent/guardian. (For students who have had no previous background, only a conference is held.) Upon enrollment, the student is accepted conditionally – satisfactory progress must be exhibited by the student within the first **three months** of study for lessons to continue. After this conditional period, enrollment will continue through the end of the contract period. Transfer students should be prepared to answer questions about previous study, practice habits, technical skills, knowledge of music theory, pieces studied, etc.

**TUITION:** Tuition for the year is determined by lesson length:

**Lesson length Annual tuition Quarterly payment**

60 minutes $3900.00 per year $975.00 per quarter

75 minutes $4872.00 per year $1218.00 per quarter

90 minutes $5652.00 per year $1413.00 per quarter

[NOTE: 90-minute lessons are figured at the hourly rate plus 45% of the original hour. The extra 30 minutes is discounted.] The tuition includes 40 lessons scheduled from September 2020 to August 2021 (please consult the Studio Calendar when it is published in September 2020). Any lessons over this amount during Summer 2021 will be paid individually at each lesson after the fortieth lesson.

Tuition payments are due by the following dates:

* **August 5, 2020**
* **November 1, 2020**
* **February 1, 2021**
* **May 1, 2021**

About 2 weeks before each payment is due, a reminder email/notice will be sent. A fee of $35.00 is assessed for each student account for payments received after the due dateor for any payment that is returned from the issuing bank for any reason. If full payment is not received by **the 10th day after the due date of each month** the teacher will, at his discretion, terminate all lessons and this contract without further notice.

Payments can be made monthly with an additional convenience fee of approximately 3.5% each month. Monthly payments then would be **$336.00 for 60-minute lessons, $420.00 for 75-minute lessons, and $487.00 per month for 90-minute lessons.** If monthly payments are selected, the first payment is due by August 5, 2020 with each subsequent monthly payment due by the first of each month (starting with September 1, 2020 and with the last payment due by July 1, 2021.)

There is an additional one-time theory materials and registration fee of $95.00, which **must** accompany your completed registration form. **This fee is payable by check, cash, Venmo, or Paypal only.** This fee covers the theory and ear-training workbooks and the audio media that accompany these books as well as registration fees for such events as the VMTA sight-reading exams and VMTA Theory Mastery Day and any other events in which your student may participate that have entry fees. The Studio will refund any unused portion of this fee by the End-of-Year Concert in June 2021 or offer to forward the balance to the next year should there be a balance remaining or request more funds as necessary during the contract period for your student to cover registration fees that exceed the balance. Please see “COMPETITIONS, FESTIVALS, and OTHER EVENTS” for more information.

**PAYMENT METHODS:** Regular tuition payments may be made by cash, check, credit card, or through Paypal or Venmo. The materials and registration fee of $95.00 must still be paid by cash, check, or through Paypal or Venmo only.

**EXTRA LESSONS:** Under normal circumstances, once-a-week lessons should be sufficient for students. However, students are eligible to receive extra lessons free of charge to prepare for major events (recitals, competitions, etc.) at the Instructor’s discretion. When a student accepts these lessons s/he commits to participation in the particular event. If the student declines to participate in the event without major reason (illness, death in the family, relocation from the area, etc.), the Studio will be reimbursed for all such extra lessons at $98.00 per hour tuition. Please note that inadequate preparation by the student is NOT considered a major reason for cancellation.

**COMPETITIONS, FESTIVALS, AND OTHER EVENTS:** Virtually all of the MTNA, WMTA, NVMTA, and Springfield Music Club events have registration or entry fees for which the entrant is responsible. The $95.00 theory materials and registration fee required with each returned registration will be used toward any entry fees for any events outside the studio – including entry fees for the VMTA sight-reading exams and VMTA Theory Mastery Day. The Studio will request additional funds during the year when necessary for students entering other events when that student account balance is depleted. The Studio will refund any unused portion of this fee by the End-of-Year Concert in June 2021 or offer to forward the balance to the next year should there be a balance remaining. ALL FEES ARE NON-REFUNDABLE – even if a student withdraws, regardless of the reason for withdrawal. (The Studio must pay entry fees to the competition even if the student does not participate.) NOTE: If a student plans to participate in a competition or festival, such participation is SOLELY at the discretion of the Instructor and that student will be withdrawn if s/he is not prepared. No entry fees are refunded under ANY circumstances.

**CURRICULUM:** Student lessons will consist of repertoire study, technique, and sight-reading. Music theory and ear-training are offered in separate classes (please consult the theory schedule when it is published in September 2020.) The primary focal point of the lessons will be learning music; however, technique, theory, and the other activities are essential for thorough development of musical skills and for a high level of accomplishment with respect to the pieces being learned. Students will work from “classical” piano repertoire; beginners will study from progressive method books and supplementary materials. The Studio does occasionally use popular music, musical theatre, ragtime, and other styles for the purpose of developing sight-reading skills but does not offer regular instruction in these genres. Students and their parents/guardians are responsible for purchasing the necessary music and materials for lessons. Music theory and ear-training classes are included in the studio tuition at no cost; they are offered free of charge. Students who enroll after the beginning of the school year may be assigned a theory class at the teacher’s discretion. Should the teacher decide NOT to assign a student who has enrolled after the start of the school year to a theory class NO refund or credit is given toward tuition in the case of a student not participating in music theory and ear-training classes. No tuition refund or credit is given for students who are unable to participate in music theory and ear-training classes for any reason.

**PRACTICE:** Regularly scheduled **daily** practice time must be **strictly** followed by the student. It is impossible to achieve any sort of progress without daily work; this includes weekends **and on lesson days.** These sessions should be free from household interruptions and should be monitored by parents, especially in the case of younger students. PARENTS: please help your children understand that discipline is a required virtue for piano study.

**PARENT INVOLVEMENT IN LESSONS:** Parents of beginners should be present at the first four lessons to be able to assist and monitor their students and how they practice at home. I give detailed learning, studying, and practice instruction to the students; reinforcement and assistance at home is particularly crucial in the beginning. After the first four lessons, the parent’s presence is optional. Ultimately, the students and I prefer individual, concentrated lessons without the parents. At my discretion I may ask that parents provide their students with an electronic recording device so lessons can be recorded as necessary. Parents can then listen and replay the lesson with their students – these are a great help in developing tone, dynamics, listening for rhythmic control, etc.

**PRACTICE EQUIPMENT:** A good piano (not an electronic or digital keyboard) is absolutely necessary practice equipment. In the very beginning, I will accept a full-size keyboard with pedals, but as soon as the student decides that s/he wants to consider study beyond the first two months, the keyboard must be replaced with a real, acoustic piano. I will be happy to assist parents/guardians regarding the purchase of a good instrument. Each student will also have a working metronome, a binder for the practice planner, and a recording device available to him/her. An economically priced metronome is the Seiko Quartz metronome, which is the metronome used by the Studio.

**PERFORMANCES OUTSIDE THE STUDIO:** Because of my commitment to outstanding student performances, ALL piano performances, auditions, and competitions of any kind must be approved **in advance** by the Studio and repertoire for such activities must be studied with me. **Failure to comply may result in contract termination.**

**ILLNESS:** If a student is ill (especially if the illness is contagious), PLEASE try to exchange lesson times with another student. If you are asked to accommodate a schedule change because of illness, please do so if you are able. If no one is able to switch times with the student, please call or e-mail me and I will try to accommodate a schedule change – **but for student illness only.** Please DO NOT bring a sick student to the Studio. Please contact other students/parents directly to arrange a switch, and then please inform me of the change.

**MISSED LESSONS: The Studio has a policy of not making up lessons missed by students for any reason.** All lessons missed by the teacher will be rescheduled. No refunds, tuition deductions, or lesson credit is given for lessons missed by students and no lessons will be made up. Students and parents should exchange lesson times with other students when conflicts do come up, or schedule a make-up lesson if an approved, open time slot for a make-up lesson is available on the Studio online open calendar. Students should notify me by telephone, e-mail, or voice mail when an exchanged time has been arranged.

**INCLEMENT WEATHER:** From time to time during the year (especially during the winter months) travel may become treacherous due to inclement weather. If you have any concerns about travel because of inclement weather, please contact the Studio to reschedule your student’s lesson. Lessons missed as a result of inclement weather conditions WILL be made up.

**VIRTUAL/ONLINE LESSONS:** As a result of the COVID-19 pandemic that necessitated transitioning to online lessons in March 2020, the Studio began to offer regular virtual/online lessons via the Zoom app. While in-person lessons are the traditional lesson format offered by the Studio, the Studio will continue to offer virtual/online lessons when necessary due to health emergencies such as the COVID-19 pandemic; in addition, the Studio will offer virtual/online lesson scheduling due to student illness, inclement weather, or other possible emergencies as remedy to prevent the loss of lesson by a student provided the Studio has offered to make up the lesson **but no workable make-up time for in-person lessons can be arranged between the Studio and student, or if the student has an upcoming performance for which a lesson would be critical to the success of such an upcoming performance.** Virtual/online lessons will be arranged by mutual agreement between the Studio and student/parent/guardian.

**ENROLLMENT AFTER THE START OF THE CONTRACT PERIOD:**  Students who enroll after the beginning of the contract period and start lessons after the first lesson of the contract period has already been given per the Studio calendar will make an initial payment based on how many lessons they will receive for the quarter in which they first enroll. (Each quarterly payment covers exactly 10 lessons.) This first payment must be received to secure a regular lesson time and only then will lessons be scheduled. All subsequent tuition payments follow the regular remaining quarterly payment schedule in the TUITION section above. The exact reconciliation schedule regarding tuition for lessons commencing after the start of the contract period will be explained and given in writing during the initial interview/audition.

**TERMINATION OF CONTRACT:** This contract and lessons may be terminated early by the teacher upon thirty-days’ notice. If accounts are current, the student or parent/guardian has the same termination option. In general, I will only possibly exercise this option because of delinquent tuition payments, failure to have out-of-studio piano performances approved, lack of consistent preparation, irregular attendance by the student, or continued rude or disruptive behavior by the student at lessons; however, termination can be without cause. Any termination by either the teacher or parent/guardian must be made in writing. Any termination prior to the date of the 40th scheduled lesson for 2020 -2021 is considered early termination.

The thirty-day period takes effect beginning with the date the party receiving notice is in possession of the termination notification. In the case of early termination, tuition will be pro-rated, based on the final date (thirty days from the date the termination notice is received): the Studio calculates the total number of lessons the student should receive for the 2020 -2021 year up to the final date. This is the lesson number for which the parent/guardian is responsible. This will be multiplied by the actual fee per individual lesson (annual tuition divided by 40) and will determine the amount for which the student/parent is responsible. If this amount is greater than the total tuition received to date by the Studio, the Studio will bill the parent/guardian for the difference between the two amounts. If the amount is less than the total tuition received to date by the Studio, the Studio will reimburse the parent/guardian for the difference.

**PARENTS:** Please discuss these policies with your students. Please sign, detach, and return the following page with the first month tuition payment. Without a signed contract and tuition payment, I am unable to reserve time for your student. Returning students need only initially submit the $95.00 theory materials and registration fee with the signed registration until their regular payments commence August 5, 2020. Keep this contract for your reference.

**NARCISO SOLERO PIANO STUDIO**

**5016 11th Street South**

**Arlington, Virginia 22204**

**(703) 820-3308**

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**www.narcisosolero.com**

**2020 - 2021 Studio**

***Registration***

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_

Name(s) of Parents/Guardians\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_Zip Code\_\_\_\_\_\_\_\_\_\_

School Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public or Private?\_\_\_\_\_\_\_\_

School Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday (include year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell/Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuition for which you are registering (please check one lesson length):

\_\_\_\_\_\_\_ 60-minute lessons $975.00 per quarter

\_\_\_\_\_\_\_\_ 75-minute lessons $1218.00 per quarter

\_\_\_\_\_\_\_\_ 90-minute lessons $1413.00 per quarter

I have read and thoroughly understand the above policy and agree to abide by the terms that are stated. I agree quarterly tuition payments on time. Tuition will be paid at a rate of $975.00 per quarter for 60-minute lessons, $1218.00 per quarter for 75-minute lessons, or $1413.00 per quarter for 90-minute lessons. Should I select to pay monthly, I agree to the fee schedule of $336 per month for 60-minute lessons, $420 per month for 75-minute lessons, and $487 per month for 90-minute lessons. NOTE: The length of lesson can be changed by parent and teacher consultation.

Signature of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_