

Studio Benichou Policies

- Learning to play a stringed instrument is a rewarding pursuit but takes consistent effort and discipline. Therefore, lessons and recitals are mandatory for the full year or full summer except for medical and family emergencies or unforeseeable conflicts. If there is any hesitation about this commitment please discuss it with the instructor in advance. Arrangements can be made.
- Regular practice is required. In general, practice about the same length as your lesson, 5-6 days per week. Please be sure to check out the 5-point-plan in the file area. You may also print extra lesson sheets as necessary.
- Arrive at least 10 minutes early to get unpacked and ready to work.
- Parents! Please support your children by ensuring that they have the necessary materials, space, time and encouragement to work hard.
- You must have a Dropbox account for occasional sharing of extra materials.

Attendance Policy

- Cancellations must be made in writing (email is preferred) as soon as possible, and no less than 48 hours in advance. If so, a lesson credit will be issued.
- With advance notice, students are entitled to two make-up lessons per year and must be redeemed by the close of the current session. Any more than two canceled lessons will be made up at the instructor's discretion. Please take note of make up lesson credits and request them to be rescheduled.
- Lessons missed without notice are charged in full.
- If the instructor must cancel, a make-up lesson or credit will be arranged.
- Tardiness of more than 15 minutes is considered a forfeited lesson and will be canceled and charged in full.

Billing and Payment

- Invoices will be automatically sent out on the 1st of each month and due by the 10th. A late fee of \$10 will be added on the 15th, and will reoccur each month thereafter for that month's bill.
- The monthly invoiced amount will remain the same during each session (academic year or summer), and represents a total of all lessons plus fees divided equally into monthly payments (10 in the academic year, 2 in the summer). Late fees and extra fees (music, accessories, extra sessions) will increase the invoices until paid.
- Payments can be made by cash, check, PayPal (please ask about fees) or directly from your bank (such as through text or email, depending on your bank).
- My goal is to keep students active in their musical growth. Please talk to me in the event of a financial hardship.

Signed _____

Name (print) _____ Date _____