



Studio Policy 2016 - 2017

Registration

All students have to register. Please fill in the registration form and return it to the academy through email or in person. There will be a **\$10 registration fee** for all new students.

Lesson

First lesson/ interview is free of charge. Piano lessons are offered weekly, in 30 minutes or 60 minutes length. Students are expected to attend their weekly lessons in a timely manner and with all of the lesson materials prepared. Lessons will not be extended due to tardiness.

Tuition

30 min lesson ----\$100 monthly
60 min lesson ----\$180 monthly

Payment is collected monthly. We accept cash or checks payable to SK Piano Academy. We also accept credit card payment. A 2.75% convenience fee will be applied to each credit card transaction.

Practice

Students are expected to practice everyday. The amount of practice time is dependent on the student's age and level and will be determined by their teacher. Parents' guidance is encouraged for younger students.

Cancellation and make-up lesson

Make-up lessons are not guaranteed and will only be considered if given at least one week advanced notice and/or prior arrangements. Missed lessons are non-refundable, with an exception for emergencies. If the teacher cancels the lesson, it will be rescheduled.

Payments and Late Fee

Tuition is due in full by the first week of each month. A \$10 late fee will be charged if tuition is not received by the end of the first week. There is no refund for missed lessons.

Recitals and Performances

There will be recitals and master classes regularly. All students are strongly encouraged to utilize the opportunity of performances as a delightful and exhilarating experience. It is very beneficial for students to have such interactive chances to share their own musical voices and also be inspired by others.

National Holidays

SK Piano Academy will be closed on national holidays. Lessons that would normally occur on these will be made up at both the student and teacher's convenience.

We will be closed on the following days:

Thanksgiving Holiday	Nov 23-26
Christmas Holiday	Dec 24-26
New Year's Day	Jan 1
Martin Luther King Day	Jan 16
Memorial Day	May 29
Independence Day	Jul 4
Labor Day	Sep 4
Columbus Day	Oct 9
Veterans Day	Nov 11

Termination Policy

The teacher retains the right to dismiss any students for reasons including but not limited to excessive absences, unpaid tuition, or abuse of studio property. If students wish to terminate lessons, we ask that you give us a two-week notice.

Media Consent

By enrolling in SK Piano Academy and signing this studio policy, the student and his/her guardian(s) consent to and authorize SK Piano Academy to use video-audio recordings and photographs of the student for promotional and educational purposes only. Involved parties will be notified before any material is used. Please contact us if you wish for any material to be removed.

Video Surveillance

A video surveillance system is used in the studio when lessons are being provided. This system records every aspect of the activities in the studio. The video obtained from this system **will not** be used for any purposes other than evaluating the effectiveness of the music instruction being provided and safety concerns. Under no circumstances, will the videotape be shown to third parties without the consent of parents or pursuant to a court order.

If you have any questions or concerns regarding anything, please contact your primary teacher. If there is a problem of substantial nature that you are not able to satisfactorily resolve with your teacher, then please contact the director, Simeon Kim, at simeonhkim@gmail.com.

My signature below indicates that I understand and agree to comply with the above studio policy:

Student/Parent Name (for minors)

Signature

Date