

Nugent Studios Lesson Policies and Guidelines

Nugent Studios is committed to creating a positive learning and teaching environment for its students and teachers. For this reason, it is important that all students and parents understand and abide by the studio policies as outlined below.

Enrollment

Students may enroll for lessons at any time and, after the second lesson, are expected to remain enrolled for the entire academic year. Lessons will occur at the home studio in Greeley, CO.

Skype Lessons are also available for enrollment at any time. All other lesson policies remain the same.

Schedule

Lessons will be held weekly for the fall semester (September—December) and the spring semester (January—May). Summer lessons are encouraged while both the student and teacher are in town, but with flexible scheduling.

Tuition

Tuition reserves the student's weekly time slot in the teacher's schedule throughout the year and is required regardless of attendance. Tuition is paid monthly and is calculated by multiplying the lesson rate by 4 weeks (3 or 5 weeks for certain months). *Additional lessons are allowed based on the teacher's availability.*

60 min. lesson = \$35

45 min. lesson = \$30

30 min. lesson = \$25

Tuition is to be paid in advance at the last lesson of each month. Tuition is payable by cash or check. Checks are to be made out to "Tom Nugent". Late payments will incur a \$10 fee, which will be waived once a semester. There will be a \$30 fee for returned checks.

Tardiness

It is the student's responsibility to contact the teacher if they expect to be late for a scheduled lesson.

If a student arrives after their scheduled lesson time has begun, the teacher will complete the lesson in the remaining portion of the time slot. Additional time for student tardiness is not guaranteed.

If the teacher arrives after a scheduled lesson has begun, the teacher will give additional time past the time slot to compensate for their tardiness with mutual acceptance of the student's schedule.

Rescheduling

Students needing to reschedule a lesson should let the teacher know *at least a week in advance* to ensure a time slot.

Cancellations

Students must cancel lessons by phone or email with *at least 24-hours notice*. Cancellations are considered excused for illness, family emergency, or severe weather (public school closures). Excused cancellations with sufficient notification will be given a make-up lesson within the month or lesson credit towards the following month. *No-shows or cancellations without sufficient notice will not be given make-up lessons or credit.*

The teacher may need to reschedule or cancel a lesson due to illness, family emergency, or performance engagements. In this case, the teacher will provide a make-up lesson within the month or lesson credit toward the following month.

Make-Up Lessons/Lesson Credits

Only 3 excused cancellations will be allowed per academic year. Excused cancellations will be given make-up lessons within the month or lesson credits towards the following month. If a student cannot attend a scheduled make-up lesson, the lesson will be considered forfeited. Make-up lessons are not guaranteed and are subject to availability. If a make-up lesson is not possible, a lesson credit will be applied toward the following month. After 3 excused cancellations, further cancelled lessons will be considered forfeited and will not be given make-up lessons or credit.

Withdrawal

Students should consult with the teacher if they are considering discontinuing lessons to make sure there are not areas that can be resolved. If the student still decides to discontinue lessons, *one month's notice is required.* The lessons remaining in that month will be finished out or saved for a 6-month period as credit in case of return. There are no refunds for withdrawals.

Materials

Instruments and additional materials are not included in tuition. Students are expected to bring all necessary materials to their lessons. This includes their instrument, bow, shoulder rest, rosin, cleaning cloth, tuner, metronome, assigned music, lesson notebook, and a pencil. Violins can be rented and materials can be purchased locally or online. Resources for materials other than instruments include www.sharmusic.com and www.swstrings.com. If a student is considering purchasing an instrument or graduating to a larger size instrument, the teacher should be consulted to ensure a proper instrument for the student.

Limited instruments are available for rent through Mr. Nugent. Rentals can be purchased in semester increments: September—December (\$125), January—May (\$125), June—August (\$75). Fees are due upon receipt of the instrument and include instrument, bow, case, rosin, shoulder rest, and cleaning cloth.

Parental Involvement

Students 10yo and younger *must* have a parent or guardian present at the lesson. Parental involvement is also strongly encouraged for older students. The parent will take notes and act as the student's "home teacher".

Recitals

There will be a studio recital given each year in the spring. Participation is required with the exception of unforeseen conflicts. A potluck reception will follow each recital. Additional fees will include hall rental and accompanist rehearsal time. Specifics will be provided closer to each recital date.

CCAP/Solo and Ensemble Festivals

Students have the opportunity to participate in the yearly Colorado Certificate Advancement Program sponsored by The American String Teacher Association. Students will also have the opportunity to perform in the CHSAA or Greeley Solo and Ensemble Festival each spring. Additional fees do apply. Students are expected to consult with the teacher prior to performing at events.

Summer Lessons and Festivals

Lessons are encouraged to continue during the summer when both the teacher and student are in town. The summer months are a wonderful chance to make great strides on an instrument, as school is not imposing on a student's time and mental energy. Regular practice is still expected, though conditions where an instrument is not available due to travel are understood. Students are expected to take their instrument with them to practice on long trips whenever possible. Students are encouraged to participate in summer programs and festivals. The student is expected to consult with the teacher to ensure the best decisions are made for the student's education.

Student Signature _____ Date _____
Parent Signature _____ Date _____