



# Studio Policy

September 2009-August 2010

Nova Pon and Christiaan Venter, teachers

## Rate

- Rates are per hour of instruction, prorated to the length of the lesson. Please contact the studio for the current rates.
- Rates may increase annually.

## First Year Family Discount

- Once a student has enrolled, additional full-length, weekly lessons at NovaMusic of a different type (for example, clarinet lessons added to piano lessons), or by members of the student's immediate family will receive a discount of %10 for the first year of those lessons at NovaMusic.

## Payment and Schedule

- Lessons shall be paid for month by month, in advance
- Payment is due on the first lesson of each month for that month.
- Payment can be by cash or cheque. A fee of \$20 is due for any NSF check.
- Receipts are available on request.
- An invoice will be given to the student or e-mailed to the parent on the last lesson day of each month, for payment for the following month. On the invoice will be printed the dates and times of lessons for the month, consisting of lessons in your regular time-slot and any mutually confirmed changes.
- Late payment may result in a late penalty charge of 3% per week and the possibility of your bookings being cancelled.

## Rescheduling and Canceling Lessons

- Once the invoice has been produced (last lesson day of the previous month) the lesson booking times on the invoice are fixed and cannot be rescheduled by the student.
- Both teachers and students enjoy the freedom to reschedule or cancel lessons around their timetable conflicts, **provided it is arranged in time to be put on the invoice ie.) before the last lesson day of the month prior to the conflict.** Any changes to having lessons at the regular time-slot, every week, must be made before this day. Conflicts may include being out of town, vacations, conflicts with extra-curricular or personal activities, or lack of transportation to the lesson.
- The teachers will always teach through holidays unless they arrange with you otherwise. If you wish to cancel lessons for a holiday, you need to inform the teacher before it is put on the invoice (last lesson day of the previous month)

## Missed and Make-up Lessons

- The payment reserves the lesson times listed on the invoice, whether or not you attend. It is your responsibility to arrange around any conflicts with us prior to the last lesson day of the previous month, take note of the lesson times, and attend these lesson times once scheduled. **No credit , refund, or rescheduling will be granted for lessons missed by students.**
- As a courtesy, the teachers will try to make-up lessons missed due to **illness only, if notified in advance of the lesson being missed.**
- The lesson must be made-up within four weeks of it being missed; it will not be "carried over" beyond that period. The teachers will not make-up more than 5 lessons missed by students due to illness a year.
- If the teachers have to miss a scheduled lesson, they will either find a make-up lesson time with the student, or put the credit towards the student's next invoice.

### **Starting and Withdrawing from Lessons**

- Lessons can be commenced at anytime through the year. Lessons can be ended at anytime through the year. To do so, just notify us before the last lesson day of the month before you wish to end.
- Students are asked to update the teachers on any address or phone number changes as soon as they occur.

### **Summer Lessons**

- Since many students take vacations during the months of July and August, the schedule, availability, and the booking policy may change for this period.

### **Punctuality and Parking**

- Unfortunately, we are not currently able to have a waiting area for our studio. As such, we ask that students arrive on time to receive their maximum instruction, and be picked up on time to allow the next student privacy in their lesson. If you arrive early, please wait in your vehicle until it is time in order to allow all students full, uninterrupted lesson time. **Any waiting needs to occur quietly in the doorway area to allow privacy and focus for the lesson in progress, or for the teacher's preparation time.**
- Parking is available in any stall marked "Open Parking", such as those to the left of the ones in front of the studio, or those that are parallel to Crowchild Trail. Please don't use any other stalls, even momentarily, as these are already assigned to residents of the building.

### **Parental Attendance**

- We find that it is best for a student's focus and comfort to have only the teacher and student present at each lesson, and we unfortunately do not have a waiting area.
- Parents are welcome to watch lessons on an occasional basis, but please let us know in advance if you wish to attend.

### **Concert Attendance**

- Students are strongly encouraged to attend many live music events, especially of the classical tradition, that are of college or professional level each year to help enrich their musical experience. Suggestions are available from the <http://www.novamusic.ca> website under "Events," or from consulting the teachers, or from the brochure rack by the entrance.
- We occasionally e-mail students about upcoming musical events that we think would be of special interest. If you don't wish to receive such e-mails, please let us know.

### **Music Materials**

- Students will require music books, solos, and sometimes CD's for their study (approximately 2-6 a year, ranging in price from about \$10-\$30 each). These materials are sold separately.
- We will always suggest materials for the student's study, and are also open to suggestions from what the student already owns or is interested in. Occasionally we loan materials to students; these are on a temporary short-term basis and the student is responsible for the material while on loan.
- Where possible, we will acquire music for students on a nonprofit, reimbursement basis. Parents will receive a bill for each new music book or sheet music solo on their invoice.
- Students are expected to bring all materials currently being worked on to each lesson.

### **Copyright**

- Creators of music, notated or recorded, deserve to be paid for their work. Copying (photocopying, dubbing, ripping to computer) of music that you have not paid for, even if you give it away for free, is not only illegal but immoral because it is stealing—it is taking without permission. There is no "educational" provision for copying music without paying.
- We strongly discourage any copyright infringements, and do not provide such materials to students nor allow them to be done with our materials.

### **Practicing**

- In order to progress and benefit from instruction, students need to practice at home efficiently, regularly, and frequently. Minimum tasks suggested for practice are generally discussed in each lesson and summarized in the student's practice notebook. Practice needs vary with individual level, efficiency and goals, but we suggest students practice an amount of equal to the length of their lesson, each day, as a general rule. Students whose activity schedules do not usually allow them daily practice time should consider another music outlet that better suits their needs.

### **Lesson Length**

- We recommend 45 minute lessons for most students at the beginning of their study, and 30 minute lessons for young beginner piano students. Advancing students should have one hour lessons.

### **Other Material Requirements**

- Clarinet and flute students are expected to have access to a music stand at home that they can use to practice standing up, and advancing students are advised to acquire a tuner.
- It is highly recommended that all students purchase a metronome as soon as possible.
- Students require a notebook that they bring to each lesson to record lesson notes and practice tasks.
- Students are expected to bring a pencil for marking music to each lesson, as well as any accessories they need to complete a normal cleaning of their instrument.

### **Unavailable Instruments**

- Make-up lessons will not be granted for lessons where the student does not have access to an instrument (for example, if it is forgotten at school, in repair, etc). Students are encouraged to still come to the lesson, and inform us in advance of the circumstance, as a good lesson can still be provided on theory, music appreciation, composition, musicianship, history, etc.

### **Recording**

- Several times each year, students enjoy the benefit of being recorded in lessons, and receiving the recording files on CD or by e-mail, in order to help them better hear their progress and areas for improvement, have an extra incentive for practice preparation, and share with friends and family.
- Students who want their recording on CD can provide their own blank CD-R, or can purchase one for \$2.00.

### **Recitals**

- Two recitals are expected to be held this year where students can perform for family and friends in a more formal setting at a local performance space. They will be scheduled for late fall and spring and audience attendance will be free.
- All students who prepare adequately in their practice are strongly encouraged to perform in the recitals. Recital students are expected to research and write programme notes their pieces to learn and share their insights with the audience.
- A fee of approximately \$10-\$30 (depending on venue) will be charged for each participant to cover the costs of the administration and performance space rental. Wind players performing pieces written with accompaniment should either provide their own piano accompanist, or arrange to hire Christiaan to accompany, pending his availability.

### **Chamber Music**

- Where possible, we suggest enriching chamber music opportunities to students that may include duet sessions with another student or playing in a trio or quartet. Chamber music sessions coached by us would happen in addition to lessons for a fee split by the students involved. Participation in this opportunity is always at the discretion of the student and/or parent.

### **Terms and Conditions**

By enrolling yourself or your child as a student of Nova Pon or Christiaan Venter, you agree to abide by the terms of this Studio Policy.