Studio Policy & Enrollment Agreement

In-home piano instruction · Hidden Springs, Eagle & Nampa

EFFECTIVE DATE	TEACHER	CONTACT
	Joy McBroom	

Thank you for choosing in-home piano instruction. This document outlines the Hidden Springs Piano policies that help ensure a professional, consistent, and rewarding experience for students and teacher alike. Please read carefully, **sign below**, and retain a copy for your records.

01

Lesson Structure

- Lessons are offered on **Mondays and Tuesdays only**.
- Lessons are 30 minutes in duration, scheduled weekly at a recurring time.
- The instructor travels to the student's home. Lessons take place on the client's premises using their piano or keyboard.
- Lessons may be conducted via video call (Zoom, FaceTime, etc.) by prior arrangement, or on an as-needed basis with reasonable notice.
- It is the client's responsibility to ensure a properly tuned instrument and a quiet, distraction-free environment for each lesson.

02

Monthly Tuition

IMPORTANT — PLEASE READ BEFORE SIGNING

Monthly tuition is a **flat, fixed fee** that reserves your child's weekly lesson slot on the instructor's schedule. It is **not a per-lesson charge.**

Tuition is owed in full every month regardless of whether a lesson is attended, skipped, or cancelled by the student — including planned vacations or travel. No credits, refunds, or adjustments are issued for missed lessons. You are paying to hold your time slot — if your student misses a lesson, that time was still reserved and cannot be filled by another student.

Please make sure you fully understand and agree to this before enrolling.

LESSON LENGTH	MONTHLY RATE, PER STUDENT
30 minutes, once weekly	$120

Each enrolled student is billed at the standard monthly rate. Rates are reviewed annually and may be adjusted with **30 days' written notice**.

03 Payment Terms

- Tuition is due on the **1st of each month**, regardless of when the first lesson of that month falls.
- Accepted payment methods: **Venmo, Zelle, or PayPal**.
- Accounts more than 10 days past due may be paused until the balance is cleared.

04 Cancellations & Missed Lessons

Because the instructor blocks time and travels to each scheduled lesson, the following policy applies:

- **Monthly tuition is non-refundable** for student cancellations or no-shows.
- If the **student** provides **at least 24 hours' notice** of a cancellation, the instructor will make a reasonable effort to schedule one (1) makeup lesson per month, subject to availability. Makeup lessons are a courtesy — not a guaranteed right.
- Makeup lessons do **not** carry over to the following month.
- If **the instructor** must cancel a lesson, a makeup lesson will be offered or a prorated credit applied to the following month's tuition.

05 Weather & Emergencies

- In the event of severe weather or unsafe road conditions at the instructor's discretion, the lesson may be rescheduled or offered via video call (FaceTime, Zoom, etc.) at no additional charge.
- Emergency cancellations by either party will be handled with good faith and reasonable flexibility.

06 Holidays & Teacher Absences

- Tuition is based on an approximate 48-lesson year, accounting for major holidays and occasional planned absences. Monthly rates are set accordingly — no adjustments are made for months that contain a holiday.
- The instructor will provide advance notice (minimum 1 week) for any planned time off.

07

Student Progress & Practice

- Students are expected to practice a minimum of **3–5 days per week** between lessons.
- Progress is significantly impacted by consistent home practice. The instructor is not responsible for lack of progress due to insufficient practice.
- The instructor may suggest supplemental materials, method books, or apps. The cost of any required materials is the responsibility of the client unless otherwise agreed.

08

Conduct & Environment

- A parent or guardian is welcome (and encouraged for younger students) to observe lessons.
- The instructor reserves the right to discontinue instruction, with a refund of the unused portion of the current month's tuition, if the learning environment is not conducive to productive instruction.

09

Termination of Lessons

- Either party may terminate this agreement with **30 days' written notice** (text or email is acceptable).
- Lessons conclude at the end of the calendar month in which notice is given, and tuition for that month is due in full.
- There are no long-term contracts. Enrollment continues month-to-month unless terminated.

10

Photo & Media Release (optional)

- ☐ I **grant** permission for Hidden Springs Piano to photograph or video record my student for studio promotional purposes (social media, website, etc.).
- ☐ I **do not grant** permission for photos or recordings.

11

Agreement

By signing below, the client confirms they have read, understood, and agree to **all** policies outlined in this document — including the **fixed monthly tuition policy** in which no credits or adjustments are issued for missed lessons.

STUDENT NAME(S)

PARENT / GUARDIAN NAME (IF MINOR)

PARENT / GUARDIAN SIGNATURE

DATE

TEACHER SIGNATURE

DATE

Policies are subject to periodic revision. Clients will be notified in writing at least 30 days in advance of any material changes.