

STUDIO POLICY

Teacher: Richard Tarpinian

This policy defines the governing principals and terms of the teaching services being provided to the student by the teacher. The teacher reserves the right to revise this policy at any time. Every effort will be made to inform you of any significant changes that may affect you. Exceptions to this policy may be negotiated at the discretion of the teacher.

FREQUENCY/DURATION OF LESSONS

Lessons should be weekly in order to ensure continued progress. Biweekly lessons may be arranged for adults. The duration of the student's lesson shall be based upon age, experience and/or desire. The duration of the lesson shall not change from week to week.

In general,

Beginner: 30 minutes

Intermediate/Advanced: One hour

FEES AND PAYMENT

Lessons will be given to one student at a time. The teacher shall be paid \$25.00 for a half-hour lesson and \$40.00 for a one-hour lesson. Lessons given outside of the studio can be negotiated. Payment shall be by cash or check and will be required in advance of each lesson. Lessons in the student's home are not recommended, but may be negotiated; however, the cost of each lesson will be increased to compensate the teacher for his travel time.

The student/family will pay in advance at the last week of each month for the upcoming month. For example, if the lesson is every Tuesday, and there are four Tuesdays in the upcoming month, then on the last Tuesday of the current month the student/family will pay in advance for four lessons.

If the student/family knows in advance that the student will not be available for a lesson during a certain week, then payment will not be required for that week.

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WHAT THE STUDENT NEEDS FOR EACH LESSON

For In-Home Lessons, an adult is required to be in the home at all times. The student's lesson/practice area should be relatively free of noise and interruption/distractions. Cell phones should be turned off. There should be an armless chair for the student and a chair for the teacher. There should also be adequate lighting.

The student should always have the following available to use:

- ✓ Guitar - *The student/family shall provide a guitar of reasonable quality for the student to use for practice and lessons. Prior to each lesson, the guitar should be tuned as closely as possible to standard tuning.*
- ✓ spiral notebook
- ✓ sharp pencil and eraser
- ✓ picks
- ✓ extra strings
- ✓ capo
- ✓ guitar strap (optional)
- ✓ metronome *
- ✓ tuner *
- ✓ music stand *
- ✓ guitar stand *
- ✓ amplifier *
- ✓ cable *

* When lessons are in the teacher's studio, these marked (*) items are available to the student for their use. The student does not need to bring these items to the studio.

Additionally, the student/family shall be responsible for purchasing any books and materials that the teacher feels the student needs in order to develop properly. These may include manuscript paper, one or more songbooks, a theory book and/or an exercise book.

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CANCELLATIONS AND MAKE-UPS

If the *student is ill* or has a conflicting activity, the teacher will either offer to make up the lesson at a different time and/or date, or apply a credit to the next month's lessons. If the student/family then cancels the make-up, the lesson is forfeited. Note: Make-ups are preferable to lost lessons and both teacher and student/family should do their best to find an alternate date.

In the event of student cancellation, the make-up must occur within 30 days of the cancelled lesson, or the lesson is forfeited.

No more than one student cancellation per month will be accepted. Additional cancellations will not be made up or refunded.

If the teacher must cancel the lesson, he will do his best to offer a make-up date and time that suits the student/family. If none can be found, a credit will be applied to the next month's lessons.

The teacher reserves the right to cancel lessons at any time (holidays, for example) without offering make-ups. If no make-up is to be offered, the teacher will refund the cost of the lesson.

In the event of a "no-show" (i.e., the student does not come at the scheduled lesson time), no refund will be available.

PRACTICE

At each lesson, the teacher will clearly explain the student's practicing assignments for that week. The teacher will write the assignments in a book. The student is expected to complete the assignments by the next lesson.

In general, in order to complete the assignments, the student must practice daily. A minimum of 15 minutes per day is required.

Parents should understand that young children (up to age 10, in general) need to be encouraged to practice every day and *will require supervision* during their practice time. Parental help may sometimes be necessary for children to complete their assignments.