



The Studio Policy, for the Hannah E. Adhikari Studio

Instruction in Piano and Theory Studies, website: hannahehmusic.wixsite.com/pianist

Dear Students and Parents,

Welcome! I look forward to working with you! ☺ The following is my Studio Policy. These policies were created to make private lessons as enjoyable and chaos-free as possible. If you have any questions or concerns, you can text or email me during my **Studio Hours Monday through Friday @10am-8pm**. I do my best to respond quickly in general, but I may be more occupied on Weekends or Holidays. **Please keep a copy of this Policy readily available for your records.**

• ABOUT THE TEACHER:

- 1.) Hannah E. Adhikari holds a *Bachelor of Arts in Music* and is an *active Composer & Pianist*. She continues to further her own musical growth and development to give her Students the BEST Music Education possible.
- 2.) I provide a balanced program of weekly activities, piano pieces, and assignments designed for each student to get the most out of practice and lesson time. *I use my own Adhikari Method Materials & Curriculum to teach my Students*. All of My Studio Events and Activities are **OPTIONAL**, except for the Federated Festival Theory Exam once a year per Student.
- 3.) I am an Advocate for Constructive Criticism + Positive Motivation, but I do hold each of my Students accountable for their Practice Time, Behavior, + Growth. I never demand anything of my Students that I would not expect of myself.
- 4.) Email or Text is my preferred way of communication. I use GroupMe for Reminders, and Mail Out Semester Notes.

• TUITION ACCORDING TO LESSON LENGTH:

Each student will have **one 30 or 45 minute** lesson every week. *I accept Cash, Checks, or Venmo for all payments.*

***One 30-minute lesson per week = \$80.00 month.**

***One 45-minute lesson per week = \$120.00 month.**

Monthly Statements are given the Last Friday of the Month according to the Studio Calendar. Failure to pay tuition before the due date 2x/more within 6-months results in a warning + future fee. Consistent late tuition payments may result in dismissal of the student.

• NON-REFUNDABLE ENROLLMENT-ANNUAL FEE:

A non-refundable annual fee of \$35.00 is required per student. It will be **due at the start of lessons** for **new students** as an enrollment fee, and as an **annual fee in the month of August** for **current students**.

Fee is used throughout the year for studio materials, services, recitals, student activities, to purchase books ahead of time, etc...

• STUDENT REQUIRED MATERIALS & NEW BOOKS:

- *Required Materials:** Each Student must provide their own **1-2" ring Binder**, a spiral bound **Notepad**, and a **Bag** large enough to carry their books and binder in for each lesson!
- *Books:** The charge for any new piano books provided by the Teacher ***will be added*** onto your Monthly Tuition Statement. The Teacher decides what books + curriculum will best suit each Student.

• DISCOUNTS:

***Available Discounts:** Each Discount is used for ONE month at a time.

***10%** off tuition for 1 month. Write a Review: hannahehmusic.wixsite.com/pianist/students (**Limit 1 per yr.**)

***15%** off tuition for 1 month. Per missed lesson for **absence of Student** if given **1 week notice** **or** offered by Teacher.

***15%** off tuition for 1 month. Per one day of missed lessons due to **Teacher's absence**. Notice will be given asap.

*(These are for ONE day of missed lessons, **either pre-planned or non-emergency**. Not applicable to Flex Weeks.)*

***20%** off tuition for 1 month. Current Student gives Hannah Adhikari as a Referral & Student begins Lessons.

(No Limit. Verbal Agreement required by BOTH parties ASAP before discount is applied.)

• DIRECTIONS & TRAVEL:

Piano Lessons take place at My Studio. Directions to my house are provided at the start of lessons.

Last Updated: 2023

- AGE, BEHAVIOR, & STUDENT REQUIREMENTS:

***Age:** For ages 5 or younger, review the document “Ages 3-5” on my website. All Ages + Skill levels are welcome!

***Behavior:** Review my “Attitude and Behavior Guidelines” PDF on my website. Excessive tantrums and explicit language or attitudes are not allowed. The Teacher is permitted to end a lesson early if any of these issues prohibits the learning process. If behavior consistently becomes an issue, a warning for dismissal will be given.

***Student Requirements:** To ensure Musical Development each year, every Student ages 5-19 is *REQUIRED* to participate in a **Theory Exam once per year w/ a fee.** “Student Requirements” PDF on my website.

- MAKEUP LESSONS, CREDITS, & REFUNDS:

***Makeups:** It is expected for you to attend all scheduled lessons or makeup lessons. If I receive less than a 24-hour notice of your absence in a lesson or a makeup lesson, please understand another lesson will not be offered. Makeup Lessons are offered if I receive **more than a 24-hour notice**, or **if there has been an emergency or emergent sickness.**

***Credits:** I do not give Credits on any of my Student’s Accounts.

***Refunds:** All refunds are given according to my discount percentages. I do not refund a month of tuition that has already been paid or missed lessons with less than a 1-week notice. (*Outside of extreme illness or emergencies.*)

- RECITALS & PERFORMANCE OPPORTUNITIES:

RECITALS are OPTIONAL to the Student & Parent, but are included in Tuition/Fees. Teacher has priority in all Repertoire.

***Recitals:** Recital Dates are made available to Students each Semester.

***Federated Festival or MTNA Piano Solo:** Review the “Student Performance” Tab on my website.

***Light Performance:** I record piano pieces + progress for my Students and put the videos or photos up on my Piano Teacher accounts. This is purely for student motivation, practice in performing, and showcasing progress.

- STUDENT SATURDAYS

Details and dates will be made available to Student Families.

- HOLIDAYS AND TEACHER TIME-OFF:

***The Hannah E. Adhikari Studio is given 3 flex weeks without refund each year. My Studio also holds the right to change or modify Holidays if necessary. Each Holiday or Flex Week will be made available to Students asap.**

Holidays are Non-Refundable. Flex Weeks are for Teacher Time-Off in case of emergency, illness, or long-term bad weather.

The Hannah E. Adhikari Studio is closed without refund for the following Holidays.

1. Spring Break Week	2 nd or 3 rd week of March.
2. Independence Day Week	Week of July 4 th .
3. Labor Day Week	Week of September 5 th .
4. Thanksgiving Week	Week of Thanksgiving Day.
5. Christmas Holiday	2 Weeks after the Winter Recital.

- CANCELTION POLICY:

If you wish to Cancel Piano Lessons with me, **please let me know one month prior.** Unless an Emergency or Extreme Illness occurs, the Parent or Student will be **required to pay or receive no refund on the full month’s tuition.** ***This is when lessons are canceled abruptly with no emergency and no previous one month’s notice.*** Any payments for unpaid books or materials must also be paid before the Statement is settled.

Love in Music,
Hannah Elizabeth Adhikari