

Studio Z

Voice & Piano Lessons

700 W. 15th Street
Edmond, OK 73013

(405) 371-8538

studioZmusiclessons@gmail.com

studioZmusiclessons.com

STUDIO POLICIES

I. Lesson Time

- a. **Attendance-** Your lesson time is reserved for **you**. Monthly tuition guarantees a weekly spot in my teaching schedule. Regular attendance is key to consistent progress and the best learning experience.
- b. **Make-up lessons-** There are **no make-up lessons**, but you receive one complimentary flex lesson per semester as a built-in make-up opportunity. Each semester includes a specific number of regularly scheduled lessons, plus one flex week which is not charged for. If you never miss a lesson, you essentially receive a free lesson that semester. If you're unable to attend in person, I am happy to offer a Zoom lesson during your regular lesson time. For example, the Fall 2025 semester has 12 weeks of lessons + 1 complimentary flex week, totaling 13 weeks of instruction (including 1 group class). Notification of absence is appreciated as a courtesy to the teacher, but *no adjustments in tuition will be made for missed or cancelled lessons*.
- c. **Teacher Cancellation-** The instructor has factored in personal sick days each semester. If the teacher must cancel more than the allotted sick days, the lesson will be rescheduled at a mutually convenient time. *No refunds or adjustments in tuition will be made*.
- d. **Inclement Weather Policy-** If Edmond Public Schools are closed due to inclement weather, we will not have lessons. If it is unsafe at the studio location, we will not have lessons. *No adjustments in tuition will be made for missed or cancelled lessons due to weather related cancellations*.
- e. **Late Policy-** If you are more than 7 minutes late to your 30-min lesson, or 10+ minutes late to 60-min lesson without notice, I will assume you're not attending, and the lesson will be forfeited.

II. Expectations

- a. **Practice & Preparation-** Students are expected to come to each lesson prepared, having completed assigned practice from the previous week. Practice should be prioritized like school homework. Making it a part of your daily routine leads to the best results.
- b. If the student comes to their lessons consistently **unprepared**, the teacher reserves the end the lesson early. We will not "fill time" with games or unrelated activities when work hasn't been done. This also applies to students who arrive without their music books or materials for more than one week in a row.
- c. **Recommended Practice Time for Piano Students:** Minimum of 10-25 minutes practice depending on age. This can be split up into two short sessions each day. Consistency truly is key!
- d. **Parental Involvement-** Parental support is essential, especially for younger students. Please encourage and remind your piano student to practice, supervise at-home practice

when appropriate, and help celebrate their progress. Your involvement as a parent makes a huge impact!

- e. **Respect-** I give your student my full attention and care. I expect mutual respect from both students and parents. Disrespectful behavior may result in dismissal from the studio.
- f. **Student Illness-** Please do not attend lessons if you are sick or recovering. Zoom lessons are an option if student is well enough to participate. Students showing visible signs of illness will be sent home. Thank you for helping maintain a healthy studio environment.

III. Tuition Payment

- a. **Due Date-** Tuition is due the **first lesson of each month**, and no later than the 10th of each month. Payments received after the 10th of the month will incur a \$30 late fee.
- b. **Accepted Forms of Payment:**
 - Venmo: @amberzuniga77
 - Cash App: @amberzuniga77
 - Zelle: via phone number
 - Apple Pay: via phone number
 - Cash or Check (payable to *Studio Z Music Lessons*)

IV. Discontinuing Lessons

- a. If you decide to discontinue lessons, **please provide 30 days' notice** so I can fill your spot and manage scheduling and finances. Without proper notice, one month's tuition will be charged as an exit fee.

V. Summer Lesson Policy

To make sure I don't overbook my teaching schedule for the fall of the next year, there are two options to hold your spot for the following fall semester:

1. **Summer 6 Lesson Package** (encouraged option to keep the flow of progress & prevent regression). Summer lessons are scheduled flexibly week-to-week. You may double up on lessons before or after travel, as well.
2. **Pay a \$50 Holding Fee per Student/Discipline.** This is not a deposit credited to fall tuition. Rather, it covers the student's absence over the summer, and maintains their spot in the studio come fall.

VI. Recital & Performances

- **Winter Performance Class** held at the studio (students perform for each other)
- **Spring Recital** open to family and friends (date TBD)
- **COMTA Solo Festival** open to students invited by the instructor, based on individual readiness and preparation.

Annual Student Resource & Registration Fee:

- \$40 per student
- \$60 per family

This non-refundable fee covers administrative costs and studio materials.

Book Deposit:

- \$50 per student (\$60 for students enrolled in both piano and voice)

This deposit is only used to purchase books and music materials throughout the year. Any unused balance will be refunded at the end of the spring semester, or carried over to summer/fall. If materials exceed the deposit amount, the difference will be invoiced.

How do we pay you? Venmo/Cashapp (amberzuniga77), Zelle, Apple Pay, and cash & checks are acceptable forms of payment, Please make CHECKS PAYABLE to ***Studio Z Music Lessons***.

When are monthly tuition payments due? Tuition is due the first lesson of each month, and no later than the 10th of each month. A \$30 late fee will be charged for all payments made later than the 10th of the month. Paying your tuition on time allows me to pay my bills on time.

Will our tuition be pro-rated for months like December where there are fewer weeks of lessons? No. Tuition is based on a semester rate and divided into equal monthly payments for convenience. The fall semester includes 12 weeks of lessons (including 1 group class), and 1 flex week (built-in make-up lesson.) You may opt to pay the full semester upfront to avoid monthly individual payments.

Do you offer family or multiple lesson discounts? No. I pride myself in providing the very best teaching possible. I believe my rates reflect both the quality of, and my commitment to, each lesson.

If I give you advance notice that we will miss a lesson, will our tuition be pro-rated or can we receive a make-up lesson? No. See “Make-up Lessons” section above.

What if we are going out of the town for several weeks or more? If you would like to keep your lesson time for when you return, you will need to pay monthly tuition for your spot. If not, I will need a 30-day notice that you will be taking a break from lessons, or else 1 month’s tuition is charged as an exit fee.

What if my student made the school musical/sports team and they will have to miss lessons for a period of time? If you would like to keep your lesson time for when you return, you will need to pay monthly tuition for your spot. If not, I will need a 30-day notice that you will be taking a break from lessons, or else 1 month’s tuition is charged as an exit fee.