



## Studio Policy

Hello!

This policy serves to ensure that lessons run smoothly and to minimize misunderstandings. Remember that, while taken seriously, music lessons are meant to be enjoyable and educational. Please do not hesitate to ask if you have any questions or concerns regarding this policy or your child's lessons.

### Lessons

Students may enroll or withdraw from lessons at any time without penalty; however, students are expected to remain enrolled for the remainder academic semester. Lessons will take place at the Topher Allan Music Studio at 6508 N Chicora Ave, Chicago, IL 60646.

Students should practice daily.

1. Technique (scales, arpeggios, chords progressions, etc.)
2. Reading (lesson book and duet/ensemble music)
3. Solo Repertoire (memorized for recitals, exams, festivals, competitions, etc.)
4. Music Theory (writing and improvisation)

### Tuition

Tuition reserves the student's weekly time slot in the teacher's schedule throughout the year and is required regardless of attendance.

### Rates

90 min. lesson = \$1,050/semester (\$70/lesson)  
60 min. lesson = \$750/semester (\$50/lesson)  
45 min. lesson = \$560/semester (\$37/lesson)  
30 min. lesson = \$375/semester (\$25/lesson)

Studio Musicianship Class/Group Lessons = \$8 per class

### Payment

Tuition is payable by Zelle ([admin@topherallanmusic.com](mailto:admin@topherallanmusic.com)), checks (made out to "Topher Allan Music"), or cash. Tuition must be paid in full by the end of the first month of the semester.

### Schedule

Lessons will be held weekly for each 15-week semester (specific dates listed on the website [www.topherallanmusic.com](http://www.topherallanmusic.com)). Enrollment during the summer semester is required to maintain the student's current lesson times with the teacher.

### Rescheduling

Students needing to reschedule a lesson should inform the teacher **one week in advance** to ensure a time slot.

**Cancellations**

Students must cancel lessons by phone or email as soon as possible.

The teacher may need to reschedule or cancel a lesson due to illness, family emergency, or performance engagements. In this case, the teacher will provide a make-up lesson or credit for the next semester.

**Tardiness**

The student should contact the teacher by phone if they expect to be late for a scheduled lesson.

If a student arrives after their scheduled lesson time has begun, the teacher will complete the lesson in the remaining portion of the time slot. Additional time for student tardiness is not guaranteed.

If the teacher arrives after a scheduled lesson has begun, the teacher will give additional time past the time slot to compensate for their tardiness with mutual acceptance of the student's schedule; otherwise, a makeup lesson can be offered.

**Make-Up Lessons**

Make-up lessons are not guaranteed and are subject to availability. Excused cancellations will be given make-up lessons within the semester. The class will be considered forfeited if a student cannot attend a scheduled make-up lesson.

**Withdrawal**

Students should consult with the teacher if they are considering discontinuing lessons to make sure there are no areas that can be resolved. If the student still decides to stop lessons, there is a prorated refund for the remaining lessons.

**Materials**

Books and additional materials are not included in tuition. Students are expected to bring all necessary materials to their lessons. This includes their books, assigned music, lesson notebook, and a pencil.

If a student is considering purchasing a piano, the teacher must be consulted to ensure an appropriate quality piano for the student.

**Studio Musicianship Classes/Group Lessons**

All students must attend as many classes as possible to build performance skills and ensemble playing. The class meets every Saturday at 9:30 AM and 1 PM and Sunday at 1 PM during the semester at Topher Allan Music Studio. Students will be emailed a sign-up form in advance. Students are expected to be on time for class, and payment is to be paid in advance. Parents can wait outside or in their car for the class to finish.

**Recitals**

There will be at least four studio recitals given per year. The fall and spring semester recitals will be at the NEIU Recital Hall, and the summer and adult recitals will be held as an outdoor event. More detailed information can be found on the website at [www.topherallanmusic.com](http://www.topherallanmusic.com). Participation is not required but is highly encouraged as part of the educational experience.

**Piano Exams, Festivals, Competitions, Etc.**

If the teacher presents opportunities, the student should seriously consider participation. The student should consult with the teacher regarding potential programs yearly.

**Summer Lessons and Break**

Lessons are expected to continue during the summer as long as the teacher and student are both in town. The summer months are an excellent chance to make great strides on an instrument, as school is not imposing on a student's time and mental energy. Regular practice is still expected unless a piano is unavailable due to travel. If possible, students should take their music and theory books to practice on long trips.

**Parental Involvement**

Students 7 years and younger must have a parent or guardian present at the lesson. Parental involvement is welcomed and strongly encouraged for all students but not required for students older than five years old.

**Physical Contact**

Proper use of the fingers, wrists, arms, back, and feet is crucial for student development and technique building. The teacher may need to establish momentary physical contact with the student to demonstrate correct motion or movement. If you have questions regarding this, please ask your teacher.

