



# DARREN CHAN MUSIC

616.287.3006

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www.darrenchanmusic.com

# STUDIO POLICY

## MY RESPONSIBILITIES

I will teach students the language of music and dive deep into musical expression and playing mechanics in a positive and enthusiastic environment. It is my goal to advise and guide each student through their music journey and education with input based on their interest and long-term goals. I will tailor the curriculum to match each student's specific learning needs, desired outcome, and to achieve their desired relationship with music and their instrument.

## STUDENT & FAMILY RESPONSIBILITIES

Students agree to arrive at each lesson punctually, well-prepared, and with their assignment books, music, and instrument. To make good progress, daily quality practice is necessary. Please ask questions about home assignments so that the student and parents can completely understand the assignments and goals.

*Parents: If something is happening at home or school that is affecting your child please let me know. The more information I have, the more I can be sensitive to the needs of your child.*

All students are encouraged to play at the studio recitals, and take auditions for local ensembles, school ensembles, and competitions. If an opportunity arises, please bring information to the next lesson so that I can help your student prepare.

Students must have their own instrument to practice at home. If you have questions or would like input on the purchase of an instrument or renting an instrument please let me know. I am happy to set appointments to meet the student and their family for instrument trials and make specific recommendations.

## TUITION & SCHEDULE

*\*Please note that tuition reserves the weekly time slot, but may not directly correlate with lessons received if the student does not attend the scheduled lesson times.*

Flat monthly tuition rates are based on the number of guaranteed lessons in the calendar year. There will be a minimum of **44 lessons** offered throughout the year, and the weeks where lessons are not held (due to holidays, personal performance opportunities, or illness) will be communicated in advance.

All payments are non-refundable. After the first payment, invoicing and payment will run automatically on the same day. Tuition will be drawn on the 1st each month from the method on file. All automatic payments will be run through Fons & Stripe.

In the event that a payment is returned or declined a 48 hour window will be provided to adjust the payment method and resubmit payment. Invoice paid after the 3rd of the month will receive a \$20 late fee. Recurring late payments may result in termination of the student's enrollment.

**In order to cancel tuition, written notification must be received via email 2 weeks in advance.** In the case that notice is not received by that deadline, the full tuition amount will be run automatically on the first of the month, and students have the option to



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attend all paid lessons that month. Lessons will then cancel for the following month. Tuition payments are non-refundable.

## CANCELLATION POLICY

Lessons canceled with under 24 hours' notice will not be provided a makeup lesson. Lessons canceled with 24 hours' notice will be credited a makeup lesson for that month.

Each month one day will be offered for makeup lessons. This date will be announced at the start of each month via email. If the student is unable to attend a lesson on this designated day the credit may be forfeited. Makeup lessons do not count as credit for the next month's tuition.

Lessons canceled by me will be given as much notice as possible. Cancellations outside of the guaranteed 44 annual lessons will be rescheduled within 30 days.

Tuition is based on the number of lessons the studio schedules and will not be altered. Planned vacations or other conflicts communicated in advance receive a makeup lesson credit for that month.

## VIRTUAL LESSONS

In the case of mild teacher illness, severe weather, or other conflicts, lessons may be held online virtually. When virtual lessons are offered, in-person makeup lessons will not be offered. If the student opts out of the virtual lesson that lesson and tuition will be forfeited. Tuition is non-refundable.

## MUSIC & MATERIALS

Each student is responsible for purchasing the required music and materials for lessons. Materials will be assigned by me and the student will be expected to have the materials no later than two weeks after the materials have been assigned. Advanced notice will be provided whenever possible.

## COMMITMENT

When students enroll, they are reserving their place in the studio for the entire term. Changes to weekly schedules may be made on a case-by-base basis each month before tuition is due.

**Fall Term** — September through December

**Spring Term** — January through May

**Summer Term** — June through August

*\*Please note that a student's spot will not be guaranteed for the fall term if they were not enrolled in lessons during the summer term.*

## PHOTO & VIDEO RELEASE FORM

<https://tinyurl.com/DCMphotorelease>

**By enrolling and paying tuition for myself or my child in Darren Chan Music's studio, I certify that I understand and agree to the studio policies for the 2024 calendar year.**