

## ARTHUR C. LEE MUSIC STUDIO POLICY

(updated 1/2/24)

- Registration
  - Students are expected to sign up for the full term and register 3 weeks prior to the beginning of the term.
  - I generally follow the Portland Public School calendar for winter, spring and summer breaks.
- Tuition
  - 2024 Winter Term: 1/1 - 3/22/24
  - Base rates are:
    - 30 minutes - \$31
    - 45 minutes - \$46
    - 60 minutes - \$56
    - Add an additional \$15 for every 5 miles I have to travel to have lessons at your home.
  - Summer lessons will be scheduled on an individual basis.
  - Families should expect a yearly increase in tuition appropriate to cost of living increases and services offered.
- Payment
  - Payment is accepted in full, or by the month, and is due at the first week of the term, or the first week of the month if paying monthly.
  - I accept payment by checks, credit or debit cards, and electronically via PayPal, Venmo, and Zelle. I charge a merchant fee, if any.
  - Make checks payable to 'Arthur C. Lee'
- Attendance, Cancelations and Make-up lessons
  - Make-up lessons are offered the last week of the term, and are limited to one per term. Students who have not missed a lesson for that term can have a free lesson that week if they choose.
  - At least 48 hours notice is required for cancelled lessons. I will try and reschedule that lesson to another time during the week, if at all possible. If not, it will have to be made-up at the last week of the term.

- Except for illness or an emergency, cancelled lessons without 48 hour notice are considered 'no-shows' and cannot be made-up. The student will have to give up their time slot after the third no-show and be placed on the waitlist.
- I treat all Monday holidays as a normal teaching day.
- Snow days are expected to be made-up if missed. Online lessons via Zoom is accepted on the snow day.
- Lessons canceled by the instructor will be refunded if not made-up.
- Practice!
  - Generally, I expect my new students to practice around 15 - 20 minutes everyday. Once they get up to around level 1B in their method books, I expect around 30 minutes of practicing.
  - I write down everything I expect my students to work on in their 'assignment' notebooks. I expect that they try and cover all the material during the week.
  - And yes, my students are expected to practice everyday! But at the same time, I think it's very beneficial to step away from their instrument every once in a while. So taking a day off during the week is fine.
- Books and Materials
  - Piano: I generally use the 'Faber Piano Adventure' series.
  - Guitar: I like to use Dick Bennett's series 'Guitar for the Small Fry' or 'Alfred's Kid's Guitar Course' for my younger students, Dick Bennett's 'The Primary Method' for older students, as well as William Leavitt's 'A Modern Method for Guitar' for collegiate level studies.
  - I supplement other material where I see fit.
  - I also offer my students the OMTA Syllabus assessments if requested. This is a curriculum of study focussing on music theory, musicianship, technique and repertoire. Each level of study culminates in a formal assessment at a Syllabus Event.
- Recitals
  - I hold recitals for my students twice a year, on the Saturday before the last week of the Fall and Spring terms.