
Studio Policy

Jeremy Ward, cello instructor

540-797-6521

celloward@gmail.com

Please read the following information carefully. Below are the guidelines and expectations of Jeremy Ward's cello studio. Any questions should be directed to Jeremy Ward by phone or email.

Location

Lessons are taught at Jeremy's home studio at
6428 N. Newgard Ave.
Apt. 1
Chicago, IL 60626

Payment Schedule

Lessons are scheduled based on a 16-week semester. Within each semester, 13 lessons will be taught. Full payment is expected at the first lesson of each semester. Under no circumstance will there be reimbursement for incomplete or partial semesters.

Tuition

30 minutes	45 minutes	1 hour
<i>\$400 per semester</i>	<i>\$600 per semester</i>	<i>\$800 per semester</i>

A monthly payment plan can be employed with the understanding that payment will be expected for an entire semester regardless of whether the student is still attending lessons. Students entering Jeremy's studio mid-semester will be given a pro-rated tuition based on the number of months left in the semester in which they join.

30 minutes	45 minutes	1 hour
<i>\$100 per month</i>	<i>\$150 per month</i>	<i>\$200 per month</i>

Scheduling and Cancellations

This studio has the advantages and quirks of a teacher with an active performing career. This gives students the advantage of a teacher with field experience in exchange for some flexibility of scheduling for the teacher. In general, a regular lesson day and time will be decided for the entire semester, but some months may have altered schedules. Each month's scheduling will be confirmed at the first lesson of that month. Make-up lesson times for cancellations by student or parent cannot be guaranteed once the month's schedule has been set. All cancellations by the teacher will be made up. All make-up lessons will be scheduled during the semester in which the cancellation has occurred.

Expectations

For the Student

Students are expected to

- Be on time and ready to learn.
- Obtain and bring to lessons all essential equipment, including their instrument, bow, rosin, rockstop, metronome, chromatic tuner and sheet music. Jeremy is happy to answer any questions concerning proper equipment and how to obtain it.
- Bring a notebook for the teacher to write down assignments for each week.
- Practice regularly throughout the week as outlined by the teacher in the lesson.
- Regularly listen to and watch recordings as assigned in the lesson.

For the Parents

Parents of students under the age of 12 are expected to be present with their child at each lesson. The parent is a very important part of the development of the student as they can reinforce at home what was taught in the lesson. Parents are encouraged to take notes in order to remember what the student needs to practice. Parents of students over the age of 12 will not generally observe lessons, but they are encouraged to wait in the waiting area during the lesson.

Physical Contact

Cello instruction may involve physical adjustments from time to time in order to ensure correct technique. It is the responsibility of the student and the parent to inform the instructor if the student is not comfortable with being adjusted. If you would like to opt out of all physical adjustments during lessons, you can also check the box below.

☐ I would like to opt out of all physical contact during cello lessons for myself/my child.

Security Recording

All lessons of students under the age of 18 without a parent present will be video recorded and stored for security purposes. By signing the contract below the parent or legal guardian of the student is granting permission for such recording of their child for security purposes. The signee grants permission, but does not necessarily require, that these recordings be released in questions of security regarding the student or teacher to all parties involved for examination.

Contract

By signing my name below, I am affirming that I have read and understood fully the above studio policies for Jeremy Ward's studio and will adhere to all that is written therein. I agree to enroll myself or my child for the entire _____ Semester and will pay tuition for that semester according to the rates and schedules outlined in this policy. In the case of students under age 18, the parent or legal guardian is further affirming that they grant permission for recording of their student's lessons for security purposes as outlined in the studio policy.

Student or Parent/Legal Guardian (for students under age 18)

Signature

Date
