



Studio Policy Summary

🎵 Lessons 🎵: Each annual studio year begins the first full week of August and ends in the middle of May. There are a total of about 40 sessions in the yearly studio calendar, 20 in the fall and 20 in the spring.

💰 Tuition/Payment 💰: Reserves the student's weekly time slot in the teacher's schedule throughout the academic year and is required regardless of attendance by the student. Three options for tuition:

1. 12-month option will be paid on the first of every month beginning in August and ending in July of the following year. The \$125 a month
2. 10-month option will be paid on the first of August through May of the following year. The \$ 150-a-month
3. Semester option will be paid in cash at the first lesson in August and in January of the following year. \$750 paid in two equal semester installments. This option includes 3 free lessons in May.

✗ Rescheduling/Cancellations ✗: Students needing to reschedule a lesson, availability for that week is possible at the cancellation of another student. Cancellations require immediate notification; Asynchronous lessons or online lessons are only granted for sickness or emergencies.

📅 Makeup Lessons 📅: Two makeup lessons are allotted per academic semester for the student. If a student cannot attend the scheduled makeup lessons, it will be forfeited. No additional makeup lessons or credits will be given. *The teacher has the last three weeks in May to makeup any lessons she missed for any reason including but not limited to performance engagement, sickness, or family emergency.*

📱 Communication 📱: The teacher will communicate by email, text, or verbally in person about student progress, teacher tardiness, important dates, and other information.

🛑 Withdrawal 🛑: Before discontinuing lessons, students and parents should discuss concerns with the teacher to resolve any issues. 30 days' notice and final payment is required, with the remaining lessons for that month completed.

📚 Materials 📚: Students are expected to have their instrument, shoulder rest/rock stop, rosin, cleaning cloth, assigned music, lesson notebook, and pencil at every lesson.

☀️ Summer Lessons ☀️: Summer lessons can be added to tuition which includes a pack of 4 lessons, which are flexible and can be combined or broken up accordingly, taught on Mondays, Tuesdays, or Wednesdays at \$150/pack. Or 6 lessons at \$200/month.



Studio Policy

This policy is in place to protect the student, the parents, and the teacher and serves to ensure that lessons run smoothly and without conflict. Remember that, while taken seriously, music lessons are meant to be enjoyable as well as educational. If you have questions or concerns regarding this policy or your child's lessons, please do not hesitate to contact me.

Lessons:

Students may enroll for lessons at any time, and, after the second lesson, are expected to remain enrolled for the entire semester unless both teacher and parents agree upon early withdrawal. Lessons will take place at a predetermined and agreed-upon location. Each annual studio year begins the first full week of August and ends in the middle of May. There are a total of about 40 sessions in the yearly studio calendar. Here is the breakdown:

- Fall Semester: 16 Lessons, 2 make-ups, and 2 performance opportunities
- Spring Semester: 16 Lessons, 2 make-ups, and 2 performance opportunities
- Summer Semester: OPTIONAL (June & July)

Tuition:

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

Monthly payments are calculated by multiplying the lesson rate by the weeks allotted in an academic year (40). Additional lessons are allowed based on the teacher's availability. Please follow tuition payment options on how much and when to pay.

Payment:

Tuition is payable by cash or through Venmo. Late payments will incur a \$10 fee each week late (past the 20th) which will be waived once a semester. There will be a \$30 fee for returned checks. Tuition can be paid in 3 different payment options:

12-month option will be paid on the first of every month beginning in August and ending in July of the following year. The \$125 a month

10-month option will be paid on the first of August through May of the following year.

The \$ 150-a-month

Semester option will be paid in cash at the first lesson in August and in January of the following year. \$750 paid in two equal semester installments. This option includes 3 free lessons in May.



Studio Expectations:

Tardiness: The teacher must notify students in advance if they anticipate being late for a scheduled lesson. In the event of tardiness, the teacher will extend the lesson beyond the allocated time slot with mutual agreement from the student regarding schedule adjustments.

Rescheduling/Cancellations: Students must notify the teacher at least a week before needing to reschedule a lesson, availability for that week is possible at the cancellation of another student. Lessons with adequate notice could receive a makeup lesson within two weeks, subject to the teacher's availability. Cancellations require immediate notification; Asynchronous lessons or online lessons are only granted for sickness or emergencies.

– The teacher may need to reschedule or cancel a lesson due to illness, family emergency, or performance engagements. In this case, the teacher can make up lessons in the last three weeks of May.

Make-up Lessons/Lesson Credits: Two makeup lessons are allotted per academic semester for the student. If a student cannot attend the scheduled makeup lessons, it will be forfeited. Parents or students will need to schedule a spot for the Saturday makeup lessons. Further cancellations do not qualify for additional makeup lessons or credits and will be considered forfeited as well. No additional makeup lessons or credits will be given.

Communication: The teacher will communicate by email, text, or verbally in person. Things such as important dates (Lesson start dates, studio breaks/holidays observed, performance opportunities, etc.) will be communicated over email, text, and or in person either verbally or on a physical copy of the information (i.e. the academic calendar for the year).

Withdrawal: Before discontinuing lessons, students and parents should discuss concerns with the teacher to resolve any issues. If the decision to discontinue is made, thirty (30) days notice and final payment is required, with the remaining lessons for that month completed.

Materials: Students are expected to have all the necessary materials for their lessons. This includes their instrument, shoulder rest/rock stop, rosin, cleaning cloth, assigned music, lesson notebook, and pencil. Instruments are not included in tuition. If a student is considering purchasing an instrument or graduating to a larger size instrument, the teacher must be consulted to ensure a proper instrument for the student.
– Instruments are available for rent through the teacher.

Parental Involvement: For students under 18, a parent or guardian must be present at the lesson location. Students under 10 must have a parent present during the lesson, who will act as the student's "home teacher" and take notes. While parental involvement is encouraged for all students, it is not required for those students aged 11 and older.

Summer Lessons: Summer lessons can be added to tuition which includes 4 lessons, which are flexible and can be combined or broken up accordingly. Lessons will only be taught on Mondays, Tuesdays, or Wednesdays. Which will be an additional \$150/month. Or 6 lessons at \$200/month.



Media Release Form

Throughout the year, students may attend and participate in activities and events in addition to lessons that support their musical education and encourage positive relationships with other students. Occasionally, other parents, and photographers brought in by Sarah Beth Mullen, or Sarah Beth Mullen take photographs or videos of students.

I, _____, the parent of _____, a child/children who is/are student(s) at Sarah Beth Mullen Music, agree to the following: I understand that my child(ren) whose name(s) are listed above and below may be photographed at during lessons, activities, and/or recitals. I understand that these photographs may be used in promoting Sarah Beth Mullen Music, either in print or on the Internet including the studio's website, Instagram, Facebook, and other social media accounts owned by Sarah Beth Mullen or Sarah Beth Mullen Music.

With my signature below, I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting Sarah Beth Mullen Music. I understand that it is my responsibility to resubmit this form if I no longer wish to authorize the above uses. I agree that this form will remain in effect and without restriction as to time or any other measurable value unless otherwise resubmitted and retracted. I understand that there will be no payment for me or my child's participation in this release.

Please initial beside your decision:

_____ I authorize Sarah Beth Mullen, owner of Sarah Beth Mullen Music and or hired photographers to take and use any and all photographs and/or videos with first name last initial (ex: Sarah Beth M.) to be used for studio-related activities and or promotion.

_____ I authorize Sarah Beth Mullen, owner of Sarah Beth Mullen Music and or hired photographers to take and use any and all photographs and/or video with no names attached to be used for studio-related activities and or promotion.

_____ I authorize Sarah Beth Mullen, owner of Sarah Beth Mullen Music and or hired photographers to take and use group photos only with no names attached to be used for studio-related activities and or promotion.

_____ I do not authorize Sarah Beth Mullen, of Sarah Beth Mullen Music and or hired photographers, to take and use photographs and/or video to be used for studio-related activities and or promotion. The student will still be allowed to attend the studio-related activities without authorization.



Practice Policy

To build and maintain a fun, enjoyable relationship between the student and their instrument as well as cultivate hard-working, productive practice habits for steady progress, the following policies have been implemented.

Expectations for Students:

Remember– the well-prepared student ENJOYS their lessons!

- Consistent, careful practice is the key to being well-prepared. Determine a daily schedule for practice and then be diligent in meeting your daily goals. Keep in mind, a little goes a long way! A minimum of 5 days per week of quality practice is required. Below are guidelines for practice time according to level. (Practice requirements will be tailored to each student.)
- Beginner: 15-30 minutes/5 days a week (1-2 hours a week)
- Intermediate: 45-60 minutes/5 days a week (3-4 hours a week)
- Advanced: 75-90 minutes/5 days a week (5-6 hours a week)
 - Expect the time requirement to increase as you advance. Remember: enjoyment and progress come from how WELL you practice, not how long you practice.
- Students will practice the assignments that are written in their practice logs each week. All assignments are to be completed & all current books/materials must be brought to every lesson.
- Technique skills must be practiced daily to ensure consistent progress in strength, coordination, confidence, and proper hand, arm, and body position.

Expectations for Parents:

Parents, you are your child's greatest cheerleader! Praise and listen often!

- Positive interest and support from parents are essential for your child's growth and feelings of success. Ask your child regularly to show you what they are learning, what they love or feel good about, and what needs more work. Your interaction/approval is invaluable
- You will help your child cultivate good practice habits by setting aside consistent, quiet time each day for practicing (one or two sessions depending on attention span). Create a respectful family attitude that practice time will be free from distractions or interruptions.
- At the beginning of each week, parents are expected to read the current practice logs (in-person and in the Duet Partner app) and review goals/assignments with their child. During the week write progress/problem comments to me and initial the practice record. By age 11 a student should do their record keeping.
- Parents are encouraged to attend lessons. This will help us keep in touch with your child's progress/struggles and help you reinforce at home what and how I am teaching your child's lesson. I always value your interest and questions, but I ask that you let me do the teaching at the lesson.



Lending Library Policy

This policy is in place to protect the books, music, audio materials, equipment, and other items owned by Sarah Beth Mullen. Remember **you are required to have a copy of your lesson book, theory book, and technique/scale book**. Our lending library is designed to provide our students with access to various materials that can enhance their musical journey. To ensure smooth operations and fair usage, we have established the following lending library policy.

- It is recognized that students might only use one piece from a book of supplementary materials at a time, and with that in mind a student of Sarah Beth Mullen's studio may check out books or pieces of sheet music to continue learning.
- There is a \$15 nonrefundable deposit included in the registration fee that covers the case of a book, piece of music, or other material being lost or damaged.
- Each student may borrow a maximum of 3 items at a time.
- Borrowing duration is limited to 8 weeks, with the option of renewal if no other students have reserved the item.
- Students may reserve items that are currently on loan.
- Borrowers are responsible for the care and safekeeping of borrowed materials
- Materials must be returned in the same condition as they were borrowed. Any damage or loss must be reported immediately. Damages include but are not limited to:
 - Colored pencil or dark pencil marking(s)
 - Highlighting marking(s)
 - Pen marking(s)
 - Torn or ripped cover or page(s)
 - Food/drink stain(s)
- A new deposit will be paid at the same rate of \$15 and the student may continue borrowing from the lending library. However, the student has a maximum of three chances before he or she can no longer continue borrowing for the academic year (this is chance number two).
- Acquisition of new materials for the lending library will be purchased with the \$15 deposit at the student's request and put into circulation for the following year.
- Donations of music-related materials in good condition are welcome and appreciated.

662-816-0310
SARAHBETHMULLENMUSIC



Jackson, MS 39202

These persons whose signatures are below agree to the terms and conditions as stated in the Studio Policy

Parent Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____

(Studio Use ONLY) Circle option: 1 2 3

Those students whose names are listed below and parental signature is signed agree to the terms and conditions of the Media Release Form

Parent Signature _____ Date _____

Parent Printed Name _____ Date _____

Child Name _____

(Studio Use ONLY) Circle option: 1 2 3 4

Those persons whose signatures are below agree to the terms and conditions as stated in the Practice Policy

Student Signature: _____

Parent Signature: _____

Those persons whose printed names are below agree to the terms and conditions as stated in the Lending Library Policy

Student Printed Name: _____

Parent Printed Name: _____