



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 year 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 in August and ends at the end of July the following year. There are a total of about 40 sessions in the yearly studio calendar. Here is the breakdown:

- Fall Semester: 15 Lessons, 1 make-up, and 2 performance opportunities
- Spring Semester: 15 Lessons, 1 make-up, and 2 performance opportunities
- Summer Session: 5 Lessons, and 1 performance opportunity

### 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

*\*20-minute lessons are available for beginner students of siblings taking from the teacher between the ages of 3 and 7*

### Payment:

Tuition must be paid monthly. Monthly tuition is to be paid in advance at the first lesson of each month. Tuition is payable by cash or check (made to "Sarah Beth Mullen") or through Venmo. Late payments will incur a \$10 fee each week late, which will be waived once a semester. There will be a \$30 fee for returned checks.

A flat rate is being integrated into the studio to allow for easier payment per month. This system covers lesson fees, travel fees, performance fees, and administration fees.

30-Minute Time Slots	60-Minute Time Slots
\$125 per month	\$250 per month



### Studio Expectations:

*Tardiness: The teacher will contact the student by phone if they expect to be late for a scheduled lesson. 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.*

- *Rescheduling/Cancellations: **Students** needing to reschedule a lesson should let the teacher know at least a week in advance to ensure a time slot for that week. This includes students whose lesson time slots are on Mondays or Fridays. Holidays affect the number of lessons offered. It is the student/parent's responsibility to schedule a lesson later on in the week if desired (these holidays include: Monday, September 4; Monday, January 15; Monday, Apr. 1; Friday, March 29). **Students** needing to cancel a lesson must let the teacher know as soon as possible, no makeup lesson or credit will be given. Lessons given sufficient notice could be given a makeup lesson upon the teacher's availability.*
  - The teacher may need to reschedule or cancel a lesson due to illness, family emergency, or performance engagements. In this case, the teacher has two flex weeks available for this to occur.
- *Make-up Lessons/Lesson Credits: One make-up lesson is worked into each academic semester. If a student cannot attend a scheduled make-up lesson, the lesson will be considered forfeited. Cancellations will not be given further make-up lessons, or lesson credits and will be considered forfeited.*

**Withdrawal:** Students and parents 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 discontinue lessons, thirty (30) days' notice is required. The lessons remaining in that month will be finished. There are no refunds for withdrawals.

**Materials:** Instruments are not included in tuition. 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 available for rent through the teacher.

Online resources for materials other than instruments include [www.sharmusic.com](http://www.sharmusic.com) and [www.amazon.com](http://www.amazon.com).

662-816-0310  
SARAHBETHMULLENMUSIC



Jackson, MS 39202

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.

**Parental Involvement:** Students 18 years and younger must have a parent or guardian present at the lesson place. Students 10 years or younger must have a parent present in the lesson. The parents will take notes and act as the student's "home teacher". Parental involvement is welcomed and strongly encouraged for all students, but not required for students 11 years and older.

**Summer Lessons:** Summer lessons are included in tuition, this includes 5 lessons (which are flexible and can be combined or broken-up accordingly) and one performance opportunity. Lessons will only be taught on Mondays or Tuesdays.

Parental Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

662-816-0310  
f SARAHBETHMULLENMUSIC



Jackson, MS 39202

**This page was intentionally left blank**

**FALL SEMESTER:**

- Week 1: Aug. 21-25
- Week 2: Aug. 28-Sept. 1

**LABOR DAY: Sep. 4**  
**(please reschedule)**



- Week 3: Sept. 5-8
- Week 4: Sept. 11-15
- Week 5: Sept. 18-22
- Week 6: Sept. 25-29
- Week 7: Performance Opportunity, Sept.

30

- Week 8: Oct. 2-6
- Week 9: Oct. 9-13
- Week 10: Oct. 16-20
- Week 11: Oct. 23-27
- Week 12: Oct. 30-Nov. 3
- Week 13: Performance Opp., Nov. 4
- Week 14: Nov. 6-10
- Week 15: Nov. 13-17

**THANKSGIVING BREAK: Nov. 20-24**

- Week 16: Nov. 27-Dec. 1
- Week 17: Dec. 4-8
- Week 18: MAKEUP LESSONS, Dec. 11-15

**CHRISTMAS BREAK: Dec. 16-31**

**SPRING SEMESTER:**

**NEW YEAR'S BREAK: Jan. 1-7**

- Week 1: Jan. 8-12

**MLK DAY: Jan. 15**

**(please reschedule)**

- Week 2: Jan. 16-19
- Week 3: Jan. 22-26
- Week 4: Jan. 29-Feb. 2
- Week 5: Feb. 5-9
- Week 6: Feb. 12-16
- Week 7: Performance Opp., Feb. 17
- Week 8: Feb. 19-23
- Week 9: Feb. 26-Mar. 1

- Week 10: Mar. 4-8

**SPRING BREAK: Mar. 11-17**

- Week 11: Mar. 18-22
- Week 12: Mar. 25-28

**EASTER HOLIDAY: Mar. 29-Apr. 1**

**(please reschedule)**

- Week 13: Apr. 2-5
- Week 14: Apr. 8-12
- Week 15: Apr. 15-19
- Week 16: Performance Opp., Apr. 20
- Week 17: Apr. 22-26
- Week 18: MAKEUP LESSON, Apr. 29-30

662-816-0310  
SARAHBETHMULLENMUSIC



Jackson, MS 39202

**SUMMER SEMESTER:**

Lessons begin May 6, 2024, and end August 3, 2024. **No lessons** will be taught **May 24-June 7, July 1-5, and one other week at the teacher's discretion in July.** Performance opportunity August 3, 2024. Lessons are taught only on Mondays or Tuesdays.

The teacher has two weeks she can take off at any point during the academic year.