

Studio Policy

Eliana Yi's Piano Studio

Contact information:

Eliana Yi

Email: elianay@smu.edu

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Phone: (512) 963-5802

Website: elianayipiano.com

Communication:

Good communication is the foundation of my studio. All parties are responsible for the following:

- Responding to texts/emails/announcements
- Sending reminders for events, payments, scheduling conflicts etc.
- Asking questions as soon as something is not understood

Feel free to text/call me at any time.

Discontinuation:

Under certain conditions, a student may be asked to discontinue. These conditions include, but are not limited to:

- non-payment or recurrent lateness in payment of tuition
- excessive absenteeism or tardiness
- excessive and recurrent non-preparation of assignments

Eliana Yi reserves the right to dismiss students at any time with or without notification.

Fees:

Payment can be made by cash, check, or other payment methods used by Eliana's discretion.

Monthly payment option/plan:

- monthly payment in the form of a check is preferred at the first lesson in the beginning of the month

Weekly payment option/plan:

- weekly payment is due at the beginning of the lesson
- if payment is digital, I will charge the student/student's family after their lesson

I reserve the right to discontinue lessons and activities until fees are paid.

Materials:

The student may buy their own course materials through their own means. I can also buy materials and will add all cost of materials to the student's fees.

Scheduling:

Lessons will be scheduled to occur once a week. I teach 30/45/60 minute lessons. I do not teach under 30 minutes.

Teaching in-home comes with variables I cannot control, like traffic or weather. I will always communicate with my students if I am running late and what time I will arrive. I will always stay after the allotted time to make up for my own tardiness. I am not responsible for making up my student's tardiness. In the case of bad weather (severe thunderstorms, tornadoes, etc.), I will cancel the lesson if I deem the environment unsafe to drive.

Make-ups and Cancellation:

Lessons may be cancelled by the student for any reason, without incurring charges, as long as a notice is provided to Eliana at least 24 hours prior to the scheduled lesson. If cancellation notice is received less than 24 hours prior to the scheduled lesson, Eliana Yi reserves the right to charge the client for the lesson. Students will not be charged for lessons cancelled because of emergencies such as accidents or illness.

If I cancel a lesson, I will always offer to schedule a make-up lesson. If the student cancels a lesson, I am not obligated to make-up the lesson.

All parties will be responsible for letting the other party know of trips/vacations/holidays as soon as they are known.

Performances:

Students are not required to perform, but I strongly recommend all my students to have at least 2 performances per year. I will make performance opportunities available and will charge a small recital fee for the students who participate.

Student Signature:

Date:

Teacher Signature:

Date:
