

Charles Wolf Studio

— Policy and Forms Brochure —

Welcome to my Studio Policy and Forms Brochure! I am excited to be working with you and/or your students. Over the past years, I have developed the following policies to enhance and optimize the learning experience for all of my students and to provide a reference guide to answer the most frequently asked questions.

Lesson and Tutoring Location

All lessons and tutoring sessions are held in my private home studio located at (1222 Donaldson Ct., Cary, NC 27511 —End unit on the right-hand side when entering the court). Student parking at the home studio location is located directly across Donaldson Dr. in the guest parking lot by the pool at any of the unmarked spots.

Lesson and Tutoring Session Materials

Students must bring all assigned lesson books, theory workbooks, worksheets, practice logs, and a notebook (8 1/2 by 11 or a composition book) for the Instructor's notes and assignments for the week..

Please bring any materials from a former piano lesson teacher, if applicable, to the student's first lesson.

For ALL tutoring, please bring ALL related class workbooks/textbooks, homework, worksheets, study guides, tests preps (etc.) to EACH lesson as well as a notebook (8 1/2 by 11 or a composition book) for the Instructor's notes and assignments for the week, and a sharpened pencil.

Punctuality

In order to maximize student learning and success, arriving on time to lessons/sessions is essential. If a student arrives early, please wait quietly until the lesson/session time. If the student is late, only the remaining scheduled time in the lesson/session will be given.

Student Success Enhancement

If you are the parent or guardian of a student taking any lessons or tutoring with the Studio, please check their lesson notebook weekly to review their assignments, homework and pieces (if applicable) for that week, which they must practice.

Parents and guardians of piano students are strongly encouraged to attend each lesson with their student as parent/guardian interaction during the learning process, and especially throughout the week between lessons, heightens student success.

Parents and guardians are also strongly encouraged to take piano lessons themselves in order to provide excellent help and support to their students throughout the week.

Time Commitment

Piano, guitar, music theory, and music composition lessons, like any other extra- curricular activity such as sports or dance, require a certain amount of time commitment beyond the lesson itself.

All piano and guitar students are strongly encouraged to practice five of the seven days each week, ranging from fifteen minutes to an hour (as determined by instructor). This practice time will be vital to student advancement in this activity.

Please be aware that students' personal commitment to piano and/or guitar lessons, especially younger students, may change throughout the course of the lessons. This is normal as learning an instrument is a challenging but very rewarding task, similar to learning any other skill. Parents and guardians should take an active role regarding student practice motivation to get the best results.

Piano/Guitar Recitals

Recitals will occur one to two times per year. All students are expected to prepare and participate in these recitals, as they are an important part of the learning process. This includes not only preparation of a piece, but appropriate stage decorum, proper concert dress, and appropriate audience attention and response. The Instructor will distribute further information before recitals occur. In order to cover the cost of providing an excellent recital venue, an appropriate recital fee will be charged per student.

Cancellation Policy

Please read the following carefully— this applies to all lesson and tutoring students.

Although Charles Wolf Studio does not offer make-up lessons/rescheduling for student cancellations, the Instructor does provide the final lesson in a month with five weeks free of charge, as an extra bonus lesson. Generally, any student cancellations will be offset by these bonus lessons, which occur an average of 5-6 times per year.

In the rare event of the Instructor cancelling a lesson/tutoring session **for any reason** with a student, one of the following will happen: the student's lesson will be rescheduled to a mutually agreed-upon time and day, **or** extra time will be added to the end of the subsequent lessons equal to the time of the missed lesson, **or** the Instructor will refund payment equal to the amount of the missed lesson.

Exception to the above: if a lesson/session falls on one of the following major Holidays, the lesson may then be rescheduled to a mutually agreed-upon time and day: Christmas, New Years, Fourth of July, and Thanksgiving.

Piano/Guitar Tuition

Payment for piano or guitar lessons will be due at the first lesson of the first week of each month according to the following rates. Each month's payment covers the cost of four lessons. In the event of a five-week month, the fifth day will be considered as a makeup lesson for the Instructor (see the Cancellation Policy above) or as a free bonus lesson.

Tuition Rates Per Student

By Month (4 lessons)

30 Minute Lessons — \$100

45 Minute Lessons — \$140

Hour Lessons — \$180

A multi-student discount is available to families with three or more students. Tuition payment may be made with cash or check. Checks must be made payable to **Charles Wolf**. Please note that in the event of a returned check, a \$35 fee will be added to the tuition amount. Tuition must be paid in full within 48 hours of the first lesson of the first week of the month or six-month period. A fee of \$5 per day will be applied to all late payments beyond the acceptable 48-hour period. Continuous late payments will result in expulsion from the Studio.

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How to get FREE lessons!

If a student (or parent/guardian of a student) recommends this studio to their friends, neighbors, family or other relations, and that relation takes any of the studio's lessons/sessions for one month, then a \$50 credit will be applied to the recommending student's following month tuition and one FREE lesson to the new student.

Music Theory, Composition, and Tutoring Tuition

Payment for theory and composition lessons and tutoring sessions will be due at the first lesson/session of the first week of each month according to the following rates. Each month's payment covers the cost of four lessons. In the event of a five-week month, the fifth day will be considered as a "makeup" lesson for student cancellations (see the Cancellation Policy above) — a free bonus lesson.

Tuition Rates Per Lesson/Tutoring Student

By Month (4 lessons/sessions)

½ Hour Lessons/Sessions — \$100

1 Hour Lessons/Sessions — \$200

Tutoring Sessions are available to be paid per session **at a higher rate** and the Cancellation Policy will continue to be in effect.

By Tutoring Session (1 Session)

½ Hour Session — \$40

1 Hour Session — \$80

A multi-student discount is available to families with three or more students. Tuition payment may be made with cash or check. Checks must be made payable to **Charles Wolf**. Please note that in the event of a returned check, a \$35 fee will be added to the tuition amount. Tuition must be paid in full for lessons within 48 hours of the first lesson of the first week of the month. Tuition for tutoring sessions must be paid in full at the first lesson. A fee of \$5 per day will be applied to all late payments beyond the acceptable 48-hour period for lessons. Continuous late payments will result in expulsion from the Studio.

All college-preparatory and college-level tutoring sessions or music theory lessons (see website for a complete listing of these courses, **Charleswolfstudio.com**) are 1hr mandatory.

Summer Lessons

All students are expected to continue piano, guitar, theory, and composition lessons during the summer months. If a student does not wish to continue through the summer months, or 'sit out' a month, they must continue to pay for lessons to hold their place in the Studio; otherwise they will be moved to the bottom of the wait list and be considered new students if they desire to continue at a later time. *

Instructor Contact Information

Email: charleswolfstudio@yahoo.com

Phone – call/text: 209-482-1008

Website: charleswolfstudio.com

Address: 1222 Donaldson Dr. Cary, NC 27511

Please note that this policy brochure is subject to change at the discretion of the Instructor, and students will be promptly notified of any changes.

* As the Studio constitutes my primary income, I cannot afford to keep empty time slots. Empty slots will be given to the next students on the waitlist, and there is no guarantee that the studio will not be full when your student returns.

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Charles Wolf Studio Registration Form

Student's Name: _____

Age: _____ Birthday: _____

Additional Student's Name: _____

Age: _____ Birthday: _____

Additional Student's Name: _____

Age: _____ Birthday: _____

Parent's or Guardian's Name

(if applicable): _____

Address: _____

Work#: _____ Cell#: _____ Can you receive texts? _____

Email: _____

Please continue on the back if necessary with information regarding additional students beyond three.

List two emergency contacts:

Name _____ Number _____

Name _____ Number _____

Please list any allergies or pertinent health information _____

Charles Wolf Studio Policy Acknowledgment Form

Please read and consider the above policies, terms and conditions. The following signature acknowledges full and voluntary understanding and adherence to the above terms during the course of participation with Charles Wolf Studio.

Student, Parent or Guardian (for students who are minors):

Signature_____

Print Name_____

Date_____

Please bring filled-out copies of the **Registration** and **Policy Acknowledgement** Forms with you to the first lesson/session.