

Catherine LeGrand
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919.656.0383 mobile

Dear students and parents,

My lesson policies are based on guidelines from the National Flute Association and the Music Teachers National Association and advice from other members of these organizations.

My lesson fee structure is based on monthly tuition rather than weekly billable hours. This places the responsibility on you to schedule your makeup lessons and to plan in advance for schedule changes due to vacations and other activities. This places the responsibility on me to make myself available to provide the appropriate number of sessions. Regular instruction is essential for the students' progress.

In months where there are more than 4 lessons or studio events, there will no additional charge. In months where there are fewer than 4 lessons or studio events, the fee will be the same. I will ensure that an average of at least 4 monthly lessons or studio event opportunities are provided each month, averaged over each three-month period. Students also receive a free subscription to the LeGrand Virtual Studio, which has an annual fee of \$100. to others.

Monthly Tuition

- Hour lessons \$200.
- 45 minute lessons \$150.

(Pianist fees and materials costs are not included in tuition.)

Tuition for the month is due by the 7th day of the month or the first lesson of the month, whichever is sooner. A \$10. late charge will apply to payments received after this day.

10 months minimum tuition during a year is required to hold a spot in the studio. This means students will take a minimum of 4 lessons during the summer (June, July and August). However, I do expect students to take lessons when we are both in town.

Cancellations and makeup lessons:

- There will be no refunds or credits for missed lessons.
- If you need to reschedule a lesson, 24 hours advance notice is required. Please try to plan ahead to secure a mutually convenient alternate time. If 24 hours notice is not given, the lesson will not be made up.
- However, if a lesson is missed due to illness or adverse weather, the lesson will be made up on a space available basis within one month of the missed lesson.
- Choice of credit or makeup will be given for any already scheduled lessons I must cancel.

Payment:

- Many of you no longer carry a checkbook due to electronic banking. To facilitate your payments, a payment option (credit card and bank) via Paypal is available in the store at my website. You may also simply email your Paypal payments to catherine@catherinelegrand.com.
- You may certainly pay by check or cash if you prefer. If you will not attend a lesson in the first 7 days of the month, please mail the check to arrive during the first week. The late fee will apply to payments not received by the 7th day of the month. Many thanks!

I value each of you and the opportunity to provide high quality instruction to you or your child.

Catherine

Please sign and return this page.

I have read the Studio Policies of Catherine LeGrand, agree to these policies, and have retained a copy of them for my records.

Student _____ Date _____

Parent _____ Date _____

Address _____

Phone _____

Mobile _____

Email _____

Preferred Method of communication: