

<b>*STUDENT 1</b>	<b>*BIRTH DATE</b>	<b>*GRADE</b>
<b>STUDENT 2</b>	<b>BIRTH DATE</b>	<b>GRADE</b>
<b>STUDENT 3</b>	<b>BIRTH DATE</b>	<b>GRADE</b>
<b>*PARENT 1</b>	<b>PARENT 2</b>	
<b>*HOME ADDRESS</b> <input type="checkbox"/> YOU MAY LEAVE BLANK IF UNCHANGED FROM LAST YEAR	<b>HOME ADDRESS</b> <input type="checkbox"/> CHECK IF SAME	
<b>*DAYTIME PHONE</b> <input type="checkbox"/> HOME <input type="checkbox"/> MOBILE <input type="checkbox"/> WORK	<b>DAYTIME PHONE</b> <input type="checkbox"/> HOME <input type="checkbox"/> MOBILE <input type="checkbox"/> WORK	
<b>*EVENING PHONE</b> <input type="checkbox"/> HOME <input type="checkbox"/> MOBILE <input type="checkbox"/> WORK	<b>EVENING PHONE</b> <input type="checkbox"/> HOME <input type="checkbox"/> MOBILE <input type="checkbox"/> WORK	
<b>*EMAIL</b>	<b>EMAIL</b>	
<b>EMERGENCY PHONE</b> (AND/OR ALTERNATE CONTACT INFO)		
<b>ADDITIONAL EMAIL ADDRESSES</b>		
<b>*PRACTICE INSTRUMENT</b> (PLEASE DESCRIBE) <input type="checkbox"/> ACOUSTIC PIANO <input type="checkbox"/> KEYBOARD WITH 88 WEIGHTED KEYS, STAND, AND PEDAL(S) <input type="checkbox"/> KEYBOARD WITH LESS THAN 88 KEYS		
<b>OTHER INSTRUMENTS PLAYED</b>		
<b>*PLEASE LIST OTHER EXTRA-CURRICULAR ACTIVITIES THAT REQUIRE 4+ HOURS PER WEEK (IN SEASON)</b>		

I and my child commit to a regular routine of at-home practice as described in the **GENERAL POLICIES**.

I have received the **2011-2012 GENERAL POLICIES** and the **2011-2012 TUITION POLICIES AND SCHOOL CALENDAR** (reprinted on the back of this form) and I agree to the terms contained therein.

Circle a program of study:

- BRIGHT STARTS
- BRANCHES 45
- INDIVIDUAL 30
- BRANCHES 60/75
- INDIVIDUAL 45
- INDIVIDUAL 60/75
- NOT SURE OR UNKNOWN

Circle a teacher preference:

- NOT SURE OR UNKNOWN
- ANDREW HOROWITZ
- APHRODITE MITSOPOULOU

Your lesson time request: \_\_\_\_\_ (FLEXIBILITY IS GREATLY APPRECIATED.)

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

STUDENT SIGNATURE(S) \_\_\_\_\_

\_\_\_\_\_

## 2011-2012 GENERAL POLICIES

**WELCOME TO ALL NEW AND RETURNING STUDENTS!** In all Studio policies and documents, we use the words “student(s),” “you,” “your,” “families,” and “parent(s)” to refer jointly to the student enrolled in lessons; to the parent or custodian who signs the registration form (if student is under age 18); and, to anyone who may visit the Studio or Studio-related events regarding an enrolled or formerly enrolled student. We use the words “we,” “teacher,” “our,” and “Studio” to refer jointly to Studio Horowitz, LLC; its contractors and employees; and the places where lessons and/or events take place. We use the words “lessons” and “classes” interchangeably.

**STUDENT BEHAVIOR** All students are expected to demonstrate an interest in learning to play which is reflected both in their demeanor at lessons and their at-home preparation. Lessons are, in part, a give-and-take between teacher and student; we try hard to adapt to the interests and abilities of our students, and we expect students to be similarly flexible in adapting to our expectations. We will not continue to teach students who are consistently under-prepared or poorly behaved.

**AT-HOME PREPARATION** The importance of regular practice cannot be overstated and is essential to any serious music study. Practice time and practice quality must be sufficient to make clear and observable progress on a weekly basis. Students of all ages are expected to practice 6 days a week and make a good-faith effort to complete teachers' assignments. The minimum at-home time requirement for all students, regardless of age or level, is 3 hours per week. Young beginners may gradually work up to this; advanced students may be asked to spend more time.

**SUPERVISING PRACTICE AT HOME** For all students under age 9, and for many older students, at-home practice is a collaborative effort between parent and child. Parents must provide students with whatever level of supervision is necessary for the student to consistently make progress on their assigned pieces.

**REQUIRED EQUIPMENT: THE PRACTICE INSTRUMENT** In all cases, it is necessary to have a practice instrument in the home! A traditional acoustic piano is highly desirable and strongly recommended for all students. However, any keyboard with at least 61 full-sized keys is acceptable for a student's first few lessons. By the end of the first semester, a full-sized digital piano with weighted keys (or acoustic piano) is required. Students with three or more years' experience must upgrade to an acoustic piano. Acoustic pianos should be tuned and serviced about once a year.

**REQUIRED EQUIPMENT: METRONOME** You may buy your own or you may purchase one from the Studio.

**REQUIRED EQUIPMENT: DIGITAL AUDIO RECORDER** You are welcome to audio record all or part of your lesson(s). Required for students with more than three years' experience; optional for adults.

**REQUIRED EQUIPMENT: PEDAL EXTENDER** Required for any student whose feet don't reach the floor when sitting flat on the bench. You may rent a pedal extender from the Studio, or you may purchase your own. For beginners not making regular use of the pedals, a sturdy foot stool is an acceptable alternative.

**FINGERNAILS** Students must be willing to keep their fingernails reasonably short.

**PARENT OBSERVATION OF CLASSES** Parent/caregiver observation in class is essential for the success of the youngest students. A parent or accompanying adult should attend and observe classes/lessons until at least age 8. Parents of older students should observe at least the first four lessons. After this point, parent/caregiver observation is always welcome and encouraged. If scheduling, child-care, or transport difficulties prevent a parent from attending class on occasion, it is preferable to have the student there without a parent than to miss the class.

**SUPERVISION OUTSIDE OF SCHEDULED CLASSES** Supervision is not provided outside of the scheduled lesson time.

**SHOES, FOOD, AND DRINK** Not allowed in the teaching rooms.

**LENDING LIBRARY** Students may, on occasion, be loaned books, recordings, or other items from the Studio's library. Students will be charged for the full replacement cost of any items that are lost or damaged.

**RECITALS AND CLASSES** All students must be willing and able to participate in occasional recitals, rehearsals, special classes and other events. Some of these may be optional; some may be mandatory. There may be an additional charge for some events.

**BRANCHES GROUP CLASSES** Most students in grades 4 through 11 with three or more years' prior experience are expected to participate in these supplementary classes, which meet in addition to the individual lesson approximately seven times during the school year.

**SUBSTITUTE TEACHERS** The Studio reserves the right to arrange for lessons to be taught by a teacher other than the student's regular teacher (substitute) on occasion.

**INCLEMENT WEATHER** Closures are very rare; the Studio does not follow public schools' closings.

**PRIVACY AND IMAGES** The Studio may share your name, phone number, and email address with other students for the purposes of arranging lesson swaps or other Studio-related activities, but otherwise will keep your personal information private. We will not loan, rent, or sell your personal information. Photographs of students and parents may be taken for the Studio's photo album and/or for promotional purposes. Audio/video recordings of student performances and music compositions created by students may be retained by the Studio for educational or promotional use.

**DAMAGE TO THE STUDIO** Parents are solely responsible for anything that may be damaged, stained, or broken by anyone in their care for any reason.

**LIABILITY WAIVER** Students and/or parents agree to waive any claim(s) of liability against the Studio or any of its instructors, contractors or employees for injury while on its premises or attending its activities.

## 2011-2012 TUITION POLICIES AND SCHOOL CALENDAR

**SCHOOL YEAR** The school year runs from Tuesday, September 6 through Sunday, June 24. From September through June, tuition is based on ten equal payments regardless of the actual number of lessons in each month. Lessons during the summer semester (June 25 through Labor Day 2012) are encouraged but optional and are arranged on an individual basis.

**LESSON LENGTH** 30 minute lessons are reserved only for beginners in their first two years of study. 75 minute lessons are available only for advanced students, and only by teacher nomination.

**REGISTRATION FEE AND SCHEDULING: RETURNING STUDENTS** Complete your parent/teacher conference (except adult students) and submit your Registration Form and non-refundable \$30 Registration Fee by July 15, 2011. If you miss this

deadline, we will still happily welcome you back, but it may be more difficult to accommodate your scheduling needs.

**REGISTRATION FEE AND SCHEDULING: NEW STUDENTS** By definition, a “new student” is anyone who did not take lessons and pay full monthly tuition in May and June 2011. Once we agree on a specific lesson time, your completed Registration Form and non-refundable \$30 Registration Fee are required in order to hold your slot.

### MONTHLY TUITION RATES

LESSON TYPE	DESCRIPTION	MONTHLY
Bright Starts 1	Weekly 55 minute group	\$108
Bright Starts 2	Weekly 70 minute group plus one 30 minute individual lesson per month	\$164
Bright Starts 3	Weekly 70 minute group plus two 30 minute individual lessons per month	\$193
Branches 45	45 minute individual lessons with occasional group classes	\$177
Branches 60/75	60/75 minute individual lessons with occasional group classes	\$235
Individual 30	Weekly 30 minute individual lessons with no regular group classes	\$131
Individual 45	Weekly 45 minute individual lessons with no regular group classes	\$177
Individual 60/75	Weekly 60/75 minute individual lessons with no regular group classes	\$235

**SCHEDULED HOLIDAYS** The following holidays are included in your tuition and will not be credited or made up:

- Monday, October 31: Halloween—no lessons
- Wednesday, November 23 through Sunday, November 27: Thanksgiving Break—no lessons
- Wednesday, December 21 through Tuesday, January 3: Winter Break—no lessons
- NFMC Festival (a Friday through Sunday in March, TBD)—no lessons for participating students
- Sunday, April 1 through Sunday, April 8: Spring Break—no lessons
- Friday, May 25 through Monday, May 28: Memorial Day Weekend—no lessons

**MATERIALS CHARGES** The face value of any books, materials, and event fees paid on your behalf will be added to your billing statement. Event fees, when applicable, post to your account when students are entered, regardless of any subsequent student withdrawals.

**DUE DATES AND BILLING STATEMENTS** Your initial payment of tuition is due by the student's second lesson of the school year. Subsequent tuition payments and materials charges post on the first of each month and are due not later than the 10th of the month. You will be emailed a billing statement each month, but payment is still due on time regardless of whether or not you receive it. Make checks payable to Studio Horowitz, LLC. If you do not wish to pay by check, please contact us to discuss alternate payment options.

**OTHER FEES** A \$15 late fee will be assessed if your payment is received after the due date (see above), even if you do not receive a reminder that tuition is due. A \$30 charge will be assessed for all returned checks.

**5% SEMESTER PAYMENT DISCOUNT** To pay by semester, just submit your check for five times the monthly rate less 5% not later than September 25 (for the first half of the year) and/or February 25 (for the second half of the year). The discount is applied to the student's last lesson(s) of the semester.

**STUDENT ABSENCES** Your tuition reserves a place in the schedule and does not buy time: the Studio has a “no make-up policy.” When a student misses a lesson for any reason (including inclement weather, illness, vacation, sports conflicts, etc.), the Studio is not obligated to offer make-up lessons; you will not receive credits or refunds. If you are more than 15 minutes late for your lesson, regardless of the lesson length, the lesson will be considered a no-show and will not be made up.

**CREDITS** When the studio is closed due to unscheduled emergency or when a teacher misses a lesson and cannot make it up (these situations are rare), the student will receive a credit for the missed lesson. The same amounts will be used if it is ever necessary to charge for a partial month.

LESSON TYPE	CREDIT AMOUNT
Individual 30	\$34
Individual 45	\$45
Individual 60/75	\$59
Branches 45	\$42
Branches 60/75	\$56
Bright Starts 1 (55 minute group)	\$27
Bright Starts 2 & 3 (70 minute group)	\$34
Bright Starts 2/3 (30 minute individual)	\$29
Branches Groups (90 to 150 Minutes)	\$15
Special classes, rehearsals, and recitals	n/a

**DISCONTINUING LESSONS—STUDENT OPTION** There are no long-term contracts and lessons may be discontinued by the student at any time for any reason. Simply send notice, in writing, to the Studio. Future scheduled tuition charges will be cancelled, but all current tuition obligations and materials charges will remain in effect and there will be no refunds, regardless of the number of lessons actually attended. Even if you have unused credits remaining, there will still be no refunds. Written notice must be given before the first day of the month. If notice is given on or after the first day of the month, tuition will still be due for the entire month.

**DISCONTINUING LESSONS—TEACHER OPTION** Lessons may be discontinued by the teacher or Studio at any time for any reason. If we elect to discontinue a student's lessons, you will receive a pro-rated refund (calculated according to the credit schedule above). If you paid by semester (see above) or otherwise in advance, the refund will be calculated based on the total number of lessons remaining, not on a monthly basis. If tuition is past due when lessons are discontinued, or if any outstanding materials charges remain on your account, your balance must still be paid in full.