



The Music Staff Studio Performing Arts Academy
telephone- 615.351.1769
email- themusicstaffstudio@yahoo.com
www.themusicstaffstudio.com

Our Mission Statement

We are a team of educators whose mission is to create an educational experience that is creative, fun, and convenient.

We provide both in-home, school location and studio lessons to meet each student's needs. We understand how demanding family schedules can be! Our in-home lesson service was created to meet the needs of many parents who want to provide music lessons for their children. We also provide school and studio lessons for students who learn best in external surroundings.

We enjoy making an instructor selection that is best suited to each individual student. We pride ourselves in creating the best relationship to assist each musical journey. As musicians and music lovers ourselves, we constantly strive to customize and individualize each lesson to create an incomparable musical experience.

Introduction Notes

The Music Staff Studio would like to say thank you for choosing us... whether you are a parent or an adult student! We are eager to begin your music journey. There is no greater feeling than to develop the gift of music. We hope this letter encourages both students and parents, since there are times when we all feel discouraged. We would like to share some ideas to help you through your musical emergence ahead.

1. Always be positive about yourself and your musical progress you have achieved. Keep your goals and expectations realistic to your own capability. Remember that if you don't accomplish the goal immediately, in time you will.
2. Never compare yourself to others, as each person has his or her own timetable for learning. Don't be in a hurry to learn everything immediately.
3. We usually require a minimum of 15 minutes practice each day for a 30-minute weekly lesson. It's best to be consistent with daily practice, rather than a volume of practicing in one day. Parents may want to use a chart, an egg-timer, and a reward system for practicing all 5 days of the week... these techniques usually support consistent practice. We suggest taking off one or two days for a break!
4. If you don't get to practice your weekly goal, DON'T WORRY! You will get another chance the following week. Remember... "Your best is good enough."
5. Don't be afraid to ask your instructor questions about things you don't understand. Our instructors are always ready to make sure you understand the lesson material. We love questions!
6. And most of all... relax and enjoy the lessons! We are here for you. Whether you are a younger student, busy professional or a Mom without a lot of free time to practice... we teach according to your pace. We also want to teach you the style of music you're interested in! We want you to enjoy the lessons as well!
7. Although our contract is only month-to-month, we highly recommend that beginners set a goal of at least 6 months to a year of consistent lessons before giving up. The first 6-12 months are the most difficult. Once you pass this "bump", you can make a better judgment on whether to continue lessons or not.

We hope this letter provides encouragement for your journey ahead! We strive to make your lessons as adventurous and enjoyable as possible.

**Telephone No. 615.351.1769
Email Address- themusicstaffstudio@yahoo.com
And again... thank you for allowing us to teach you!**

The Music Staff Studio

Student Contract

This is a billing contract for THE MUSIC STAFF STUDIO.

Please sign and date the bottom, and return with your
REGISTRATION FEE of \$15.00.

Please keep one copy for your records.

Billing Office- 3637 Haskell Drive, Fairview PA 16415

1. ***Specific to in-home and studio lessons- Tuition is billed on a monthly basis; tuition is based on a 4-week month, no extra charge for 5-week months; this contract is on a month-to-month basis.***
2. A one-time only \$15 registration fee is due at acceptance. In the event of a waiting list or holding lesson time availability, this fee will secure an available lesson time and be applied to the registration fee.
3. Shortly after registering for lessons, you will receive an invoice in the mail. I have attached tuition rates (PDF). When starting in the middle of a month, the bill will be prorated. The subsequent tuition invoices will be sent on the first of each month.
4. **No refunds will be given for missed lessons.** Make-up lessons are not guaranteed if the student misses the lesson. This is up to the availability of the instructor. Please contact the instructor directly for possible scheduling. The account will be refunded if the lesson was cancelled or missed by the instructor and a make-up lesson was not given.
5. **The responsible party must call and inform the office of The Music Staff Studio before the 15th day of any month to discontinue private lessons for the following month.** If the student or responsible party does not inform The Music Staff Studio or the instructor of discontinuing, and the instructor had a lesson time blocked in his/her schedule, the student will be billed for that lesson. The following month tuition is due if lessons are discontinued after the 15th day of the month.
6. ***Specific to in-home and studio lessons- The Music Staff Studio observes the following holidays with no make-up lessons given... Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day, New Year's Eve and***

New Year's Day. Any missed lesson(s) due to other holidays will be rescheduled based on instructor and student schedules.

7. Students enrolled in every other week lessons will be billed per lesson (per lesson rates are based on a 4-week month), Students and teachers may chose to reschedule lessons that fall on holidays. Students enrolled in lessons every other week may chose to take or bypass a third lesson in months when five weeks occur. In any case, The Music Staff Studio will invoice only the number of lessons given.
8. There will be a late charge of ten percent (10%) of the unpaid balance for payments received after the due date. Due date is 10 days after invoice is received.
9. The Music Staff Studio Performing Arts Academy reserves the right to suspend lessons if the balance remains unpaid. If balance remains unpaid for 60 days, the account will be referred to a collections agency for recovery for all past due amounts, in addition to all costs of collection, including reasonable attorney fees.
10. There will be a one time \$10.00 discount applied to the following month's tuition for each referral that enrolls with The Music Staff Studio.
11. The Music Staff Studio cannot be held responsible for any injury to the student or damage to the property of the student while teaching.
12. The instructor cannot be held responsible for any injury to the student or damage to the property of the student while teaching that was not the result of neglect.

Additional BGA Group Class Contract

13. Tuition includes a weekly class for the entire semester. Please note, classes are not in session on school holidays, days off, closures and early closures.
14. A one-time only \$15 registration fee is due at acceptance. In the event of a waiting list, this fee will secure an available class time. No refunds will be given unless the class is full. Any unpaid balance will be billed.
15. **No refunds will be given for missed class.** The pay holder will be refunded if the class was cancelled or missed by the instructor and a make-up class was not given.
16. Any missed class(es) due to snow days will be rescheduled based on instructor and school schedule.

Additional Private Lessons At Battle Ground Academy

17. Tuition is applied monthly. NOTE: Tuition is based on a four-week month. There is no extra charge or prorate for 5th week lessons. This contract is on a month-to-month basis.
18. Any missed lesson(s) due to holidays or snow days will be rescheduled based on instructor and student schedules. If the instructor is unable to reschedule a lesson, there will be no charge for school vacations and/or snow days. The account will be credited for the following month.

CONTRACT AGREEMENT

NAME OF RESPONSIBLE PARTY (please print) _____

SIGNATURE OF RESPONSIBLE PARTY _____

NAME OF STUDENT _____

DATE _____

Please return to the Billing Office...

3637 Haskell Drive

Fairview Pennsylvania 16415

If you have any questions, please contact us...

Jamie Roberts

Telephone No. 615.351.1769

Email Address- themusicstaffstudio@yahoo.com