

# WILLIAM JOHNSTON VIOLA STUDIO

## STUDIO POLICIES

(Rev. 12/2016)

### Teacher Contact

E-mail: [william.l.johnston@gmail.com](mailto:william.l.johnston@gmail.com)

Phone/Text: 713.320.2964

Website: [www.williamjohnston.info](http://www.williamjohnston.info)

### Introduction

The following policies are designed to clarify our expectations of one another. Review the policies carefully, and return to me a signed and dated copy. Consult this document before contacting me if you have questions.

### Tuition

- Rates:
  - 30 minutes: \$40
  - 45 minutes: \$55
  - 60 minutes: \$70
  - Discounts are available for multiple students in the same family.
- Tuition is payable monthly, due in full at the first lesson of each month. The schedule I give you each month will clearly indicate how many lessons will be given. In addition, an invoice will be sent via-email the week before tuition is due.
- A \$15 late fee will be assessed for late tuition.
- Payment in cash is greatly preferred; check is also acceptable.
- In the case of a returned check, only cash will be accepted for subsequent tuition payments.
- **Tuition is non-refundable.**

### Scheduling and Attendance

- All lessons will be scheduled at mutually agreeable times for students/parents and teacher. Each student will have a regular, weekly lesson time for the semester.
- Before the first lesson of each month, I will e-mail you to setup and/or confirm the schedule for the following month. If either you or I have conflicts with any of the regular dates and times for that month, this is the time for us to reschedule the lesson(s). This e-mail will also serve as your monthly invoice.
- Teacher absences:
  - If I must miss a lesson that was on the schedule for any reason, I will make up the lesson. If it is not possible to make it up, tuition for the missed lesson will be applied to the following month.
- Student absences:
  - **I cannot guarantee makeup lessons for student absences.**
  - Excessive absences will result in the student being dropped from the studio
  - **Please do not come to your lesson if you are sick.**

- If you must cancel a lesson for any reason, please provide at least 48 hours, or as much advance notice as possible.
- Should you find it necessary to discontinue your studies for any reason, I ask that you inform me in writing (e-mail acceptable), and that you provide at least three weeks notice.

### **Materials**

Students must own or rent the following materials and bring them to every lesson:

- Viola
- Bow
- Shoulder rest or sponge
- Rosin
- Cleaning rag
- All assigned music
- Metronome/Tuner
- Pencil
- Practice journal
- Recording device

### **Lesson Etiquette**

- Arrive early. Enter the studio quietly 5 minutes prior to your lesson time in order to unpack and briefly warm-up. This is also a good time to visit the restroom should you need to do so. If another student is having a lesson when you arrive, do your best not to disturb his or her lesson. All lessons will start and end on time.
- Silence all cellphones, wristwatches, and other such devices before entering.
- Behave respectably and respectfully at all times.
- Dress neatly (NO hats, bare midriffs, short shorts, clothing with inappropriate messages, etc.), and maintain good hygiene (**fingernails trimmed short**, clean body and clothes, deodorant, good breath, etc.).
- Do not chew gum, eat, or drink (closed water bottles are allowed).

### **Communication**

- Communication between teacher, parents, and students is essential in order for students to make sufficient progress. If parents and/or students have questions during the week regarding practicing, they are encouraged to contact the teacher.
- I send all correspondence through e-mail, including reminders about scheduling, tuition, and events, so please check your account regularly. E-mail is my preferred method of communication, but please feel free to call if you prefer.

### **Performances and Masterclasses**

- A studio recital will be held a minimum of once per year, usually in the Spring, on a date to be determined. A small fee may be charged to cover the costs of renting a venue. In addition, students may need to hire an approved accompanist.
- One or more guest artist masterclasses may be held each year. An additional fee will be required to participate.

**Concert Attendance**

Students are encouraged to develop listening skills by attending as many professional performances as possible. A written concert report is required once per semester. Ask me for suggestions.

**Signature**

I have read, understand, and agree to abide by the policies stated above. Furthermore, I understand that an additional copy of these policies is available for download on the teacher's website: [www.williamjohnston.info](http://www.williamjohnston.info).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Date (MM/DD/YYYY)

**Student Contact Information**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

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