

**ABIGAIL L. COOK**  
**PIANO LESSON POLICY**  
**February 2024**

The following guidelines are to ensure clear communication between teacher and student. You have the right to expect an excellent standard of teaching from me, including cheerfulness, energy, patience, punctuality, responsibility, and a God glorifying attitude. Setting these guidelines allows me to do my job as educator and to maintain regularity in my schedule.

**I. SCHEDULE**

The teacher offers private piano lessons on Mondays, Tuesdays, Wednesdays, and Thursdays. Piano students are expected to come at least ten months out of the year, typically September through June. However, most students will be encouraged to continue piano lessons during the summer to keep developing in their music studies.

There are no lessons given on the following holidays: Labor Day, Thanksgiving Day, Memorial Day, Christmas Day, New Year's Day, and the week between Christmas and New Year's.

**II. INVESTMENT**

Piano lesson tuition is due the first of the month. Accepted methods of payment are cash, check, or BillPay. Please make checks payable to Abigail Cook.

30 min weekly lessons .....	\$80 per month
45 min weekly lessons.....	\$120 per month
60 min weekly lessons.....	\$160 per month

**III. MISSED LESSONS**

The monthly fees reserve a weekly time slot. These are flat fees to reserve your, or your child's, weekly time for lessons, whether you choose to attend or miss. Fees are charged by the month and are not lowered nor refunded for missed lessons or holidays. Please note that, during the year, **some months will contain an extra week for which there is no additional charge.** It is highly recommended that you attend regularly during these months, helping you to compensate for any lesson(s) you may have missed during the year.

If a student is unable to attend their lesson, they are expected to notify the piano instructor in advance. Students unable to attend in-person may request a Skype lesson in their regular time slot or send a family member / friend in their place.

#### IV. DISCONTINUATION OF LESSONS

If a student wishes to discontinue lessons, at least two weeks' notice is required to make a smooth transition. There are no refunds for lessons already prepaid.

I have read this policy and I understand it.

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Parent Signature

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Date