



Studio Policies

1. New incoming students must meet with Ron Gipson before lessons can be scheduled. A \$30 dollar fee is to be paid at the time of the interview, which takes a half hour.
2. **Students are to pay the entire month, on the first lesson of each month. Unless prior arrangements have been made with Ron, students agree to pay a late fee of \$25.00 upon payment of that months lesson.** Initial, _____
New rates:
30 minutes — \$40.00 per lesson
45 minutes — \$60.00 per lesson
60 minutes — \$75.00 per lesson. Longer, or extra lessons are pro-rated accordingly.
3. A new student under the age of 6 only may begin with a half hour lesson. Forty-five minute lessons must begin as soon as the student has demonstrated readiness to begin theory and ear training.
4. Any current student may receive one free lesson upon referral of a new student that has remained in the RG Studio for a minimum of six months.
5. Time cancelled by instructor is always made up. Time cancelled by students (CANCELLATIONS BY PHONE ONLY) more than twenty-four hours in advance is credited to the next month if a make-up is not scheduled. Time cancelled less than twenty-four hours in advance is chargeable. Considerations are given for emergencies.
6. Students on partial scholarship do not receive credit in the following month when any lessons are cancelled. This rule constitutes a contribution towards past time not charged.
7. **Students are allowed no more than 2 reschedulings a month for non emergencies (social, athletics, etc.). A consistent practice of rescheduling for social or athletics will indicate a lack of commitment to the educational process of piano. This will result in a loss of your permanent requested time slot.** Initial, _____
8. Students who enter into their third year of study, will be encouraged to participate in the San Francisco Music Teachers' Association Certificate of Merit Program and recitals.
9. Students are not to make a habit of forgetting their music and note books! If you're a young student, don't depend upon parents or guardians to remember them for you.
10. Never put books, purses, jewelry, eye glasses, etc. on piano.
11. **Be prompt for lessons with finger nails trimmed and hands clean. Time lost from tardiness is not made up, and lessons end on time.**
12. Parents may wait inside if desired. Since students are usually back to back, pick up rides must be on time. This avoids disruptions to the next student.
13. Enjoy your lesson! Please enter as well prepared as possible, with fingernails trimmed. Students are to come in quietly (there is no need to knock on the door or to ring the bell) and go directly to the piano and warm up. If a previous student is finishing a lesson, please come in quietly and take a seat.

Student Signature _____ Parent or Guardian _____ Date _____

One copy to be returned to Ron Gipson Piano Studio