



# MERCYHURST

UNIVERSITY

SULLIVAN CONSERVATORY OF MUSIC

## Policies & Procedures 2019-2020

*Please initial each section, sign/date at the end, and return this form to the teacher. By signing this agreement, you agree to respect and abide by the studio policies.*

\_\_\_\_\_ **General Information and Expectations** | Weekly private lessons are offered in 30, 45, or 60-minute sessions, depending on the student's age/level. Once the lesson time has been set with the private instructor, the student is expected to arrive for each lesson in a timely manner, with all required materials and music. Parents and siblings may wait quietly in the hall, lobby area, or in their car. To discuss a student's progress, parents are welcome to talk with the teacher during the first or last five minutes of the lesson, keeping in mind there may be another student waiting for his/her lesson to begin.

\_\_\_\_\_ **Instrument and Materials** | Private students are expected to practice, preferably, daily on a well-maintained instrument. Other materials, like reeds, valve oil, bow rosin, etc., are the responsibility of the parent/student to purchase. The student should also have these supplemental materials available during the lesson. Students are encouraged to use a canvas tote bag to carry books to and from lessons. Lastly, the student is recommended to have an assignment notebook, which will be used to keep track of assigned pieces and practice suggestions/goals for each week.

\_\_\_\_\_ **Calendar** | The year is broken into four terms. The fall and winter terms have 10 lessons, the spring has 12 lessons, and the student and private instructor determine the summer schedule. You can review the specific dates on the registration form that is sent at the beginning of each academic year, is posted online, and is available upon request.

\_\_\_\_\_ **Tuition, Registration, and Payment** | Refer to the registration form and website for rates. The length and number of lessons per term determine the tuition. A student must be registered to take lessons. This can be done through our website or by filling out a registration form and returning it to the conservatory's director. It is imperative that the term's payment be received by the start of the first lesson in order for the instructor to be paid for his/her services rendered. If paying in full is a problem, please discuss this with the Sullivan director, Rebecca Wunch, to inquire about other payment options.

\_\_\_\_\_ **Makeup Lessons** | Due to the teacher's limited availability, makeup lessons cannot be guaranteed. However, if an absence occurs due to an unforeseen circumstance, such as an accident or family emergency, and the student indicates a desire for a makeup lesson, the teacher will make an effort to accommodate this. If not, then there are designated makeup weeks indicated on the conservatory calendar. Please be courteous to the teacher and fellow students by notifying the instructor at least 24 hours in advance regarding any known, upcoming absences. If not, there is no guarantee that the teacher can make it up at all, especially if this happens repeatedly. In case of a no-call no-show, the lesson is forfeited.

\_\_\_\_\_ **Summer Months** | During the summer months, private students are still expected to practice and preferably take lessons. However, there is more flexibility since there are other summer activities that families

and students enjoy. Possible dates and times should be discussed with the private instructor, in order to determine the number of lessons to be taken.

\_\_\_\_\_ **Discontinuing Lessons** | Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the teacher asks that the given term be finished prior to terminating lessons. If lessons are terminated prior to the end of the term, there is no refund for untaken lessons. Note: At the discretion of the teacher, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excessive amount of absences/unprepared lessons, or if they show a lack of interest.

\_\_\_\_\_ **Recitals** | After the fall, winter, and spring terms there is a recital held in Walker Recital Hall, which is located in the Hirt Academic Building. These dates are located on the registration form. This is not a requirement; however, it is strongly encouraged that students participate in at least one per academic year. Performing in a formal recital setting is an exciting opportunity for students to highlight their hard work and improvement over the year in the presence of their family and friends.

\_\_\_\_\_  
Parent Signature (or student if at least 18 years of age)

\_\_\_\_\_  
Date

If there are any questions that you have, do not hesitate to contact Rebecca Wunch with those specific questions.

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Sullivan Conservatory website  
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