

WELLS MUSIC STUDIO
STUDIO POLICIES 2019 – 2020

1. LESSON TIME - The assigned time must be considered the responsibility of the student. Please be on time. No lesson will be extended for a student who is not ready to begin on time.
2. MISSED LESSONS- Weekly lessons are critical in the musical development of the student. There will be no make-up lessons. Illness or a death in the family will be the only excused absence. Lessons that are excused will be credited on your next monthly statement.
3. TUITION – A monthly tuition statement will be emailed prior to the first lesson of the month. Payment will be due on the first lesson of the month. Any books, materials, or fees that I have incurred will be included on the tuition statement. A late fee of \$10.00 will be added to the next month's statement if tuition is not received by the first week of lessons each month.
4. PRACTICE - Successful and rewarding music study depends on consistent practice. Students are expected to work on what was discussed in the lesson and make changes from week to week. Practicing may seem daunting, but the only way to successfully move forward is to do so, preferably multiple times a week!
5. LESSON TERMINATION – In the event that a student wishes to terminate lessons, a 1-month notification to the teacher is required in order to allow sufficient time to fill the vacating spot. If a student wishes to end lessons without the 1-month notification, they will be responsible to pay next month's tuition.
6. QUESTIONS - If you need to talk with me for any reason, feel free to email me at wwells16@vols.utk.edu . Conferences during the lesson time are discouraged as it takes time away from students' lessons.
7. CONFLICTS – Occasionally you may have a conflict during your regularly scheduled lesson time (dentist, doctor, school event, etc.). You may arrange to "swap" lesson times with another student for just that week. I will provide you with a copy of my teaching schedule and phone numbers so that you may make these arrangements yourselves. Please inform me of the swap when it is arranged.