



BRENWOOD

Piano and Voice Studio

Tara Colegrove, Instructor

www.brenwoodpianoandvoice.com

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Welcome to Brenwood Piano and Voice Studio! Please read and initial the items below and sign at the end. Thank you for your time and attention to BPVS policies and procedures. I am excited to be a part of your musical journey!

NO FOOD/DRINK: Please do not bring in outside food or drinks other than bottled water with a lid.

Initials

SCHEDULE: Music lesson study is a year-round endeavor. Fall/Spring has 33 weeks of billable lessons. During the school year, you will be assigned a set day and time with your teacher for weekly 30, 45 or 60-minute lessons (depending on factors such as age, skill level, and preference). Summer is flexibly scheduled with six 45-minute lessons for your convenience.

Initials

PARENT PICK UP: If you drop your child off for his/her lesson, please be prompt in picking them up after their lesson. This will ensure all students' lessons begin and end on time.

Initials

MAKE UP LESSONS: There is no guarantee of a make up lesson if you choose not to attend your regularly scheduled lesson.

- No make up lessons for the following circumstances: birthday parties, vacations, athletic conflicts, sniffles, homework, etc.
- No make up lessons for the following holidays: Halloween, Martin Luther King, Jr. Day, and President's Day.
- If one week notice is provided, the following are exceptions and will be considered (not guaranteed) for a make up lesson: school events, concerts in which the student is performing, acts of God or extreme emergencies. In the event you have an exceptional reason for missing your lesson, please contact me and I will provide you with a time for a make up lesson if it is possible with my schedule.
- The following are options if you cannot make it to your lesson in person or if we have inclement weather: online lesson from your home DURING scheduled lesson time; video exchange which takes place BEFORE (for the student) and DURING (for the teacher). Please see the Online or Video Option on the studio website for more information.

Initials

PRACTICE: Practice takes place outside of your weekly lesson. The only way to develop the skills needed to play or sing well is to practice. Not only will practice develop musicianship skills, it will also help develop the discipline, focus, attention to detail, thought, determination and perseverance needed to succeed at many things in life. Parents play an active role in supporting their child's musical studies and should hold their child responsible and accountable for practice, just as they do for completing school homework. I will work with each student, according to their age and skill level, to develop practice skills and guidelines. Please see the BPVS website for more information on practicing.

Initials

PERFORMANCES: There will be several informal opportunities for performances throughout the year. Students are strongly encouraged to participate in these performances. Students are expected to participate in the spring recital. Recitals and other performance opportunities offer students the chance to share their music and develop performance skills and concert etiquette.

Initials

BILLING: Lessons are billed on a semester tuition basis, not a per lesson basis. You are welcome to pay your balance in full or make monthly installments against the semester tuition balance at no additional charge. Enrollment mid-semester is pro-rated to reflect the number of lessons remaining in the semester. You are not charged for weeks when there are no lessons scheduled (e.g. winter break, spring break, etc.).

Initials

PAYMENT: Accepted payment methods are cash, check, direct deposit, Venmo and PayPal. A fee of 4% is added to all PayPal payments. Accounts past due after the 7th of the month may result in lesson termination. **PLEASE MAKE CHECKS PAYABLE TO TARA COLEGROVE.**

Initials

PAYMENT SCHEDULE: There are three tuition payment options available.

1. Monthly installments due by the 1st of each month
2. Pay by semester
3. Pay annually

Past due accounts receive a courtesy email and phone call before lesson termination occurs. Should something come up where you cannot financially fulfill your commitment to music lessons, I appreciate and encourage advance notice and open, ongoing communication with me.

Initials

MONTHLY PAYMENT PLAN

30 min. 45 min. 60 min.

August 1	Annual Studio Fee	\$50 (\$75 per family)			
September 1	Fall Tuition/Installment 1		\$110	\$165	\$220
October 1	Fall Tuition/Installment 2		\$110	\$165	\$220
November 1	Fall Tuition/Installment 3		\$110	\$165	\$220
December 1	Fall Tuition/Installment 4		\$110	\$165	\$220
January 1	Spring Tuition/Installment 1		\$110	\$165	\$220
February 1	Spring Tuition/Installment 2		\$110	\$165	\$220
March 1	Spring Tuition/Installment 3		\$110	\$165	\$220
April 1	Spring Tuition/Installment 4		\$110	\$165	\$220
May 1	Spring Tuition/Installment 5		\$110	\$165	\$220
June 1	Summer Tuition/Installment 1	\$135			
July 1	Summer Tuition/Installment 2	\$135			

SEMESTER PAYMENT PLAN

30 min. 45 min. 60 min.

August 1	Annual Studio Fee	\$50 (\$75 per family)			
September 1	Fall Tuition		\$495	\$742.50	\$990
January 1	Spring Tuition		\$495	\$742.50	\$990
June 1	Summer Tuition	\$270			

ANNUAL PAYMENT PLAN

30 min. 45 min. 60 min.

August 1	Annual Studio Fee	\$50 (\$75 per family)			
September 1	Annual School Year Tuition		\$990	\$1485	\$1980
June 1	Summer Tuition	\$270			

ANNUAL ENROLLMENT FEE: Your BPVS annual enrollment fee is collected every August and covers costs such as a student binder, administrative fees and recitals.

REFERRAL CREDIT: For every new family you refer to BPVS, you will receive a \$25 credit once they have signed up for lessons.

LESSON TERMINATION: BPVS requires a 30-day notification via email for lesson termination.

 Signature

 Date