



**BRENWOOD**  
Piano and Voice Studio

**Tara Colegrove, Instructor**

[www.brenwoodpianoandvoice.com](http://www.brenwoodpianoandvoice.com)

612-505-5804

tarajcolegrove@gmail.com

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 four 60-minute lessons for your convenience (if you have concerns regarding 60-minute summer lessons for your child, please let me know so that we can talk about the activities I plan for children during summer lessons).

\_\_\_\_\_  
Initials

**PARENT DROP OFF AND 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. Lesson time will not be extended if a student arrives late.

\_\_\_\_\_  
Initials

**MAKE UP LESSONS: A make up lesson is not guaranteed 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, inclement weather, etc.
- No make up lessons for the following holidays: Halloween, Martin Luther King, Jr. Day, and President's Day.
- No make up lesson or refund for no-shows (i.e. forgetting or deciding to skip a lesson).
- If one week's 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: online lesson from your home DURING scheduled lesson time; video exchange which takes place BEFORE lesson time (for the student) and DURING lesson time (for the teacher).

\_\_\_\_\_  
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.

---

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

**POSITIVE REINFORCEMENT VS. NEGATIVE CONSEQUENCES:** In the spirit of cultivating your child’s love of music and lessons, please do not assign “extra” practice time as a negative consequence or punishment for your child. Also, please consider the time and effort both student and teacher have committed to lessons and performances before withholding a lesson or a performance from your child as a negative consequence or punishment.

---

Initials

**BILLING:** Lessons are billed on a school year and summer tuition basis, not a per lesson basis. You are welcome to pay your balance in full or make monthly installments against the tuition balance at no additional charge. Enrollment mid-year is prorated to reflect the number of lessons remaining in the school year or summer. 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, and Venmo (Venmo payments to @Musicteacher-Tara). Accounts past due after the 8th 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 first lesson of each month
2. Pay by school year semester and summer 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		\$114	\$170	\$227
October 1	Fall Tuition/Installment 2		\$114	\$170	\$227
November 1	Fall Tuition/Installment 3		\$114	\$170	\$227
December 1	Fall Tuition/Installment 4		\$114	\$170	\$227
January 1	Spring Tuition/Installment 1		\$114	\$170	\$227
February 1	Spring Tuition/Installment 2		\$114	\$170	\$227
March 1	Spring Tuition/Installment 3		\$114	\$170	\$227
April 1	Spring Tuition/Installment 4		\$114	\$170	\$227
May 1	Spring Tuition/Installment 5		\$114	\$170	\$227
June 1	Summer Tuition/Installment 1	\$124			
July 1	Summer Tuition/Installment 2	\$124			

**SEMESTER PAYMENT PLAN**

30 min. 45 min. 60 min.

August 1	Annual Studio Fee	\$50 (\$75 per family)			
September 1	Fall Tuition		\$513	\$765	\$1021.50
January 1	Spring Tuition		\$513	\$765	\$1021.50
June 1	Summer Tuition	\$248			

**ANNUAL PAYMENT PLAN**

30 min. 45 min. 60 min.

August 1	Annual Studio Fee	\$50 (\$75 per family)			
September 1	Annual School Year Tuition		\$1026	\$1530	\$2043
June 1	Summer Tuition	\$248			

**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 completed their first month of lessons.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date