

MILNARIK STUDIO POLICY

September 1, 2009 through June 30, 2010

OVERVIEW

Consistent instruction is a very important aspect of a student's progress. Private lessons are set up in order to teach a student how to become more proficient at their chosen instrument, but also to direct and redirect a student so that their development doesn't get off track and solidifies good habits.

Weekly lessons are important to make sure that bad habits can be caught quickly and that the student can be redirected properly.

Practice. All students are expected to practice. The old quote "Practice makes perfect." is inaccurate. "Proper practice makes perfect." Practicing the wrong things or practicing incorrectly can be detrimental to progress. Again, weekly lessons are important to make sure that bad habits can be caught quickly and the student can be redirected in the proper way.

Please Note - As a teacher I have chosen to teach private music lessons because I love to teach. In order to sustain my livelihood and in order for the student to sustain their progress some ground rules need to be set in place so that there is no confusion and consistency is achieved.

POLICY

- Lessons are paid for on a monthly basis at the first lesson of each month. Cash, Checks or Money Orders are accepted. Checks and Money Orders should be made payable to "Michael S. Milnarik"

Speak to instructor for current rate.

- Checks/money orders should be written out in advance as to not interrupt the next student's lesson. If in doubt as to the total for the next month please email the instructor in advance.
- Thee (3) lesson payments not made at/by the first regularly scheduled lesson time of the month, whether the student is there or not, can result in the student being dropped at the instructor's discretion.
- Students are expected to be at all lessons. Sickness and emergency are the only excused absences. Sports conflicts, transportation issues etc. are not excused. In the case of **proven** sickness or emergency credit will be given for the lesson missed in the next month's fees. If a student misses a lesson for any other reason they forfeit that lesson and there will be no reimbursement of the lesson fee.
- If a student has a musical commitment on the same day and time as a scheduled lesson – the student will be excused from the lesson under the following conditions:
 - a) The musical commitment is tuba or euphonium related.
 - b) I must have notice of the conflict at least one (1) week in advance. (At or before the lesson preceding the one that will be missed.)
 - c) The lesson is to be made up during the week of the conflict at a location convenient for the instructor and as the instructor's schedule allows.

Otherwise no credit will be given for the lesson fee.

- If a student has missed three (3) or more lessons for any reason, including sickness or emergency, between September 1st and June 30th the student may be dropped at the discretion of the instructor.
- The instructor provides lessons at a convenient location to the student weekly 10 months per year - September through most of June. On occasion, and on semester breaks, it may be necessary to move lessons to the instructor's home (for those that don't have regularly scheduled lessons at the instructor's home). All lessons missed during this time will be treated as unexcused absences and will be billed and treated as missed lessons.
- If the instructor has to miss a lesson for any reason (performance conflicts, illness etc.), all efforts will be made to reschedule the lesson at a mutually convenient time. If a mutually convenient time cannot be determined - the instructor will give credit for that lesson in the next month's fee.
- Private Lessons are not set up through a public or private school. Therefore lessons WILL take place during school vacation weeks in February and April (but NOT between Christmas and New Years). I do realize that this is a time that families go away on vacation - but not everyone does. So, if **one week's notice** is given that the student will not be at their lesson during the school vacation week, there will be no charge for that lesson and will not count as a missed lesson. If the instructor does not receive notice that the student will be away during the school vacation week, there will be no credit given for the lesson fee. Lessons during the week of vacation should be paid for at the beginning of the month - unless notice is given at that time that the student will be away. Credit toward the next month will be given if notice is received one week or more (but after the first lesson of the month) prior to the vacation week.

CONTACT INFORMATION:

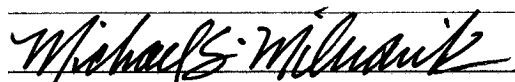
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 Beverly, MA 01915
 mike@milnarik.com
 (781)440-6597

PLEASE NOTE MY NEW EMAIL ADDRESS.

If you have any questions or concerns about any part of this lesson policy please contact me by email or phone. I am happy to discuss these with you. (Email is the easiest way to reach me because I can respond at a late hour.)

I am looking forward to a very productive year!

Sincerely,



Michael S. Milnarik

By signing below I confirm that I understand all information contained in this lesson policy.

PLEASE PRINT NAME

PLEASE SIGN AND DATE

Signed lesson policy must be returned before the first lesson.

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