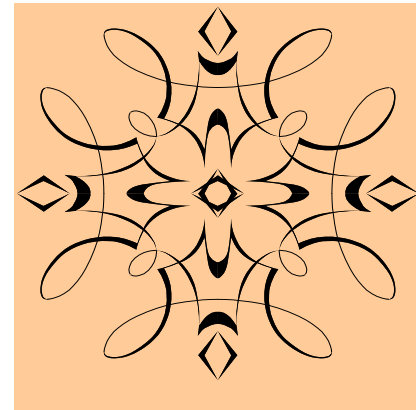


*The Van Houten Studio*

***2017 - 2018  
Policy Booklet***



September 10, 2017 - June 22, 2018

# STUDIO POLICIES

## 2017 - 2018

### 1. RATES (per individual)

30-minute lesson .....	\$45
45-minute lesson .....	\$60
60-minute lesson .....	\$70

### 2. PAYMENT SCHEDULE

Scheduled lessons are paid monthly – whether taken or missed – and due the *first lesson of each month*.

### 3. CANCELLATIONS

If you need to cancel a scheduled lesson, the studio should be notified at least **24 HOURS** in advance of that lesson.

Lessons cancelled (or missed) without a **24-HOUR** notification must be paid in full, with no make-up given.

In the event of sudden illness or an emergency, a make-up will be offered with less than 24 hours notice.

If lessons are cancelled excessively, it will be at the studio's discretion to discontinue instruction, with no security refunded.

### 4. MAKE-UP LESSONS

Make-up lessons are provided as a *courtesy* to students who miss their reserved lesson time and have provided a 24-hour notice.

Make-up lessons are offered at the *availability of the instructor* in OPEN spots during each week's regular lesson times.

It is not the instructor's responsibility to find additional time if a student is unable to arrange a make-up lesson.

Students should make up missed lessons in a *timely* fashion and not accumulate them over the year.

A missed make-up lesson cannot be rescheduled.

### 5. STUDIO SHOWCASE

A student showcase may be presented. Performers are required to attend a dress rehearsal the week prior.

Participation is voluntary, but it is at the *teacher's discretion* whether to allow a student to perform.

### 6. TEN-MONTH COMMITMENT/SUMMER

Students accepted into the studio are registered for a **ten-month** term, September, 2017 - June, 2018.

Flexible summer hours are available for instruction during July and August, 2018.

### 7. STUDIO CALENDAR

The studio does not always follow the public school calendar. Lessons may be scheduled during some vacations and holidays.

Make-up instruction can be arranged for lessons missed during these times.

### 8. STUDENT EXPECTATIONS

Improvement in music lessons is achieved only through *consistent attendance* and **practice**.

Ideally, students should practice *daily* and thoughtfully reinforce techniques and corrections given in lessons.

Student progress will be evaluated throughout the year. Instruction may be discontinued for students showing a lack of effort or having behavioral issues, with no security refunded.

### 9. PAYMENT/MAILING INFORMATION

Checks should be made payable to:

**Dr. Karen Van Houten**  
**10 William Penn Drive**  
**Stony Brook, New York 11790**

### 10. CANCELLATION NUMBER

To cancel a lesson, please email or call **(631) 561 – 9522 (cell)**.