

Morgana Ortiz's Trumpet Studio

Studio Policy Agreement

Welcome students and parents! Below are some details, guidelines, and standards I have for my studio. Please read, sign, and return this document.

Standards:

- Arrive at least 5 minutes before the scheduled appointment
- Bring your instrument, assignment materials, a notebook, and pencil
- Come fully prepared to every lesson
 - Students who continually come unprepared, or forget to bring essential materials are subject to being dismissed early.

Lesson Fees and Payment:

- Lessons are \$30/half-hour, and \$50/hour
- Lesson payments should be paid upfront on a monthly basis. To be collected during week 4 of the previous month.
 - If this is an issue, let me know and we will make other arrangements
- Payment is preferred in cash.
 - Venmo, Paypal and Check are also acceptable

Cancellation:

- Lesson may be canceled up to 24 hours before the scheduled appointment with no charge.
- If the student is late, misses, or forgets their scheduled appointment you will still be charged the full fee for that scheduled lesson
- Being more than 10mins late can result in immediate cancellation. Please call or text if you are running behind so I am aware.
- If the teacher is more than 10mins late or cancels under 24 hours notice, the next lesson is free of charge.

By signing below, you agree to the above studio policy

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student and Guardian Information

Student's Name _____ **Grade:**

Name of School: _____

Phone: _____ **Email:** _____

Primary Guardian Name: _____

Relation: _____

Phone: _____ **Email:** _____

Secondary Guardian Name: _____

Relation: _____

Phone: _____ **Email:** _____

Where did you hear about the studio?

Is there something you hope to work on or accomplish in lessons?