

Morgana Ortiz's Trumpet Studio

Studio Policy Agreement

Welcome! 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 at full charge.

Lesson Fees and Payment:

- Lessons are \$35/half-hour, \$45/45mins. and \$60/hour
- Lesson payments should be paid upfront on a monthly basis. To be collected during the first lesson of each month
 - If this is an issue, let me know and we will make other payment arrangements
- Payment methods accepted:
 - Cash, Check, Venmo, Paypal, and Zelle

Cancellation:

- Lesson may be canceled up to 24 hours before the scheduled appointment with no charge. Payment already received will roll forward if lesson is not rescheduled for the same week.
- If the student is late, or misses their scheduled appointment you will still be charged the full fee for that scheduled lesson
- Being more than 10 minutes 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 10 minutes 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 Signature: _____ Date: _____

Teacher Signature: _____ Date: _____