



Pfeifer MusicWerks Studio

Building a love of music to last a lifetime

Studio: 503-287-5028 * Mobile: 503-756-1663 * Email: robyn@MusicwerksStudio.com

Website: www.MusicwerksStudio.com

Payment & Attendance Policies 2009 - 2010

STUDIO CALENDAR YEAR

- Studio Lesson Year Begins the week of Sept. 14, 2009 Ends the week of June 7, 2010

Summer Lessons are available.

- MUSICWERKS STUDIO WILL BE CLOSED ON THE FOLLOWING DATES:

Thanksgiving Week Nov. 23 – 27, 2009
 Winter Break Dec. 21, 2009 – Jan. 8, 2010
 Spring Break Mar. 22 – 26, 2010
 Jr. Music Festival Apr. 26 – Apr. 30, 2010
 Memorial Day May 31, 2010

- NOTE:** Other than Memorial Day Pfeifer MusicWerks Studio will be open on ALL Monday Holidays.

TUITION & BILLING

Pfeifer MusicWerks Studio structures the lesson year in a **Building Block Style**. Each lesson is an individual building block designed to create a strong musical foundation. Therefore, tuition is based on a yearly fee, indicating a commitment to study for the entire school year. Tuition includes the teacher's total involvement as a music educator as well as time spent in lessons. Tuition payments are NOT based upon the number of lessons (whether 2, 3, 5, etc.) in a given month. The following School Year Tuition Payment Plans are available:

Tuition Rates for Piano, Voice Guitar and Composition Classes			
<i>Lesson Type</i>	<i>Annual</i>	<i>Quarterly</i>	<i>Monthly</i>
30 Min. <i>Private</i>	\$925	\$235	\$108
45 Min. <i>Private</i>	\$1,395	\$353	\$160
Semi-Private 45 min	\$810	\$205	\$92
Group 45 min	\$791	\$200	\$91

- Annual Payment** – This rate includes a yearly discount and is due no later than the first lesson in September.
- Quarterly Payments** – These payments are due on or before the first of the following months: September, November, February, April. Families will receive invoices for these payments.
- Late Fee** – There is a 3.0% per month late fee on amounts remaining unpaid after the due date.
- Enrollment Fee** – There is a \$50 yearly enrollment fee per student that covers the cost of the assignment binder, music library materials, and recital expenses and is due when the student enrolls. The enrollment fee does not cover Syllabus exams, lesson books, sheet music, or the Jr. Music Festival entry fee. Assignment binders will be replaced for \$5.00. If contents must also be replaced the charge is \$12.00.
- Forms of Payment** – We accept cash, checks, and money orders.

SCHEDULING

- Tuition reserves a slot on the teacher's schedule whether or not the student attends the lesson. Attendance is the responsibility of the student and the family. Specific make-up lessons will not be scheduled other than as described below.
- Scheduling is handled by the MusicWerks office, not the individual instructors. In the event a conflict arises for a particular week, you are welcome to use the Lesson Exchange List to switch lessons with another student. Changes are the responsibility of the student and the family. Long term or permanent schedule changes must be requested through the MusicWerks office. We cannot guarantee that schedule changes will be granted. **The first schedule change will be made at no cost. Subsequent schedule changes will be made subject to a \$20 schedule change fee.**
- There will be one make-up lesson scheduled between September and December and two between January and June. Make-up lessons are not guaranteed to be private. Students may be grouped together (not more than 6 at a time) for a one hour group lesson that will cover theory, rhythm skills, etc. No other make-up lessons will be scheduled.
- To cancel a lesson call the Studio ASAP so we know not to expect your student. Call the Studio at 503-287-5028 or Robyn's cell phone: 503-756-1663.**
- In the event Pfeifer MusicWerks needs to cancel your lesson due to teacher illness or other factors, a makeup lesson will be offered if one is available or can be scheduled, otherwise a credit will be applied to your account or a refund will be granted.
- DISCONTINUING LESSONS:** A four week paid notice is required if your student wishes to stop taking lessons. Any remaining tuition will be refunded. The enrollment fee is non-refundable.

COMPUTER LAB

The computer lab is a service that Pfeifer MusicWerks offers to students to provide supplemental theory learning experiences through the use of music computer games. The computer lab can be used before or after lesson time. The computers are to be used only for musical activities. We expect children to handle all equipment with care. Parents will be financially responsible for any intentional damage.

PARTICIPATION IN LESSONS AND RECITALS

- ♪ Students are expected to participate in regular lessons and recitals. The Studio recitals are held twice a year - one in December and one in May. We also offer up to two community service performance opportunities during the year.
- ♪ Students are encouraged to participate in Junior Music Festival. Jr. Music Festival is a non-competitive event held the last week of April in which students memorize two pieces of music at their appropriate skill level and perform for a judge for positive feedback and comments.
- ♪ Pfeifer MusicWerks Studio encourages interested students to participate in Syllabus Exams.

STANDARDS OF CONDUCT

We treat students with courtesy and respect and expect the same consideration from each student. We will notify parents of behavior problems identified by our teachers. Should problems persist and disruptive behavior not be adjusted, it may result in cancellation of a student's enrollment, with no refund for missed lessons.

COMMUNICATION

Please feel free to contact the Studio *at any time* about your child's progress. Any questions about practice, scheduling, lessons, assignments, or anything else is welcome. Parental involvement (no matter how much or little music you know) is the key to success. The Studio teachers are here as a team to nurture a positive musical experience for each student.

PICK-UP / DROP-OFF

Pfeifer MusicWerks is only responsible for students during lesson time. Parents are responsible for their children before and after lesson time.

INCLEMENT WEATHER AND CLOSURES

In the event there is severe weather (such as snow or ice storms) that makes it unsafe for Pfeifer MusicWerks to be open a notice will be posted on our website (www.MusicwerksStudios.com/members) and we will send an email message to all effected families. If MusicWerks is closed due to the weather, arrangements will be made to schedule group makeup classes for effected families.

PIANO PIXIES CLASSES

- ♪ Piano Pixies are group classes for preschool aged children. There are several Piano Pixies Class sessions scheduled throughout the instruction year.
- ♪ Each session runs for 11 weeks; students are welcome to join at any time.
- ♪ Tuition for each 11 week session is \$180.00. Students joining mid-session are billed a pro-rated amount.
- ♪ No enrollment fee is required for Piano Pixies.
- ♪ Tuition reserves a slot in the Piano Pixies class whether or not the student attends the lesson. Attendance is the responsibility of the student and the family.
- ♪ In the event Pfeifer MusicWerks needs to cancel your class due to teacher illness or other factors, a makeup lesson will be offered if one is available or can be scheduled. If the Studio is unable to schedule a makeup class a credit will be applied to your account or a refund will be granted.
- ♪ **DISCONTINUATION:** In the event your student wishes to discontinue Piano Pixies classes, you will be given a credit for the pro-rated amount of the remaining session to be used at MusicWerks Studio. The credit must be used within 6 months of class discontinuation. MusicWerks requires a two-week advance notice of your intent to discontinue Piano Pixies.

MUSIC & MOVEMENT CLASSES

- ♪ Music & Movement classes are group classes for infants, toddlers, and their caregivers. There are several Music & Movement Class sessions scheduled throughout the instruction year.
- ♪ Each session runs for 15 weeks; families are welcome to join at any time.
- ♪ Tuition for each 15 week session is \$180.00. Families joining mid-session are billed a pro-rated amount.
- ♪ No enrollment fee is required for Music & Movement.
- ♪ Tuition reserves a slot in the Music & Movement class whether or not the family attends the lesson. Attendance is the responsibility of the family.
- ♪ In the event Pfeifer MusicWerks needs to cancel your class due to teacher illness or other factors, a makeup lesson will be offered if one is available or can be scheduled, otherwise a credit will be applied to your account or a refund will be granted.
- ♪ **DISCONTINUATION:** In the event you wish to discontinue Music & Movement classes, you will be given a credit for a pro-rated amount of the remaining session to be used at MusicWerks Studio. The credit must be used within 6 months of class discontinuation. MusicWerks requires a two-week advance notice of your intent to discontinue Music & Movement.