

# NARCISO SOLERO PIANO STUDIO

3436 Payne Street  
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Past-President: Virginia Music Teachers Association, Washington, D.C. Music Teachers Association  
Member: Music Teachers National Association  
Virginia Music Teachers Association  
Northern Virginia Music Teachers Association  
Maryland State Music Teachers Association  
National Federation of Music Clubs – Virginia Federation of Music Clubs

## STUDIO POLICIES AND PROCEDURES 2024 – 2025: ADULT STUDENT

**ENROLLMENT:** Before being admitted into the Studio, the teacher will hold a personal audition and conference with the student. (For students who have had no previous background, only a conference is held.) Enrollment will continue through the end of the contract period. Transfer students should be prepared to answer questions about previous study, practice habits, technical skills, knowledge of music theory, pieces studied, etc.

**TUITION:** Tuition for the year is determined by lesson length:

<u>Lesson length</u>	<u>Annual tuition</u>	<u>Quarterly payment</u>
60 minutes	\$4140.00 per year	\$1035.00 per quarter
75 minutes	\$5172.00 per year	\$1293.00 per quarter
90 minutes	\$5988.00 per year	\$1497.00 per quarter

[NOTE: 90-minute lessons are figured at the hourly rate plus 45% of the original hour. The extra 30 minutes is discounted.] The tuition includes 40 lessons scheduled from September 2024 to August 2025 (please consult the Studio Calendar when it is published in September 2024). Any lessons over this amount during Summer 2025 will be paid individually at each lesson after the fortieth lesson.

Tuition payments are due by the following dates:

- **August 1, 2024**
- **November 1, 2024**
- **February 1, 2025**
- **May 1, 2025**

About 4 weeks before each payment is due, a reminder email/notice will be sent. A fee of \$35.00 is assessed for each student account for payments received after the 2<sup>nd</sup> of the month it is due or for any payment that is returned from the issuing bank for any reason. If full payment is not received by **the 7<sup>th</sup> day after the due date for the month it is due** the teacher will, at his discretion, terminate all lessons and this contract without further notice.

Payments can be made monthly with an additional convenience fee. Monthly payments then would be **\$356.00 for 60-minute lessons, \$445.00 for 75-minute lessons, and \$515.00 per month for 90-minute lessons.** If monthly payments are selected, the first payment is due by August 1, 2024, with each subsequent monthly payment due by the first of each month (starting with September 1, 2024, and with the last payment due by July 1, 2025.)

**PAYMENT METHODS:** Regular tuition payments may be made by cash, check, credit card or through PayPal or Venmo.

**EXTRA LESSONS:** Under normal circumstances, once-a-week lessons should be sufficient for students. However, students are eligible to receive extra lessons free of charge to prepare for major events (recitals, competitions, etc.) at the Instructor's discretion. When a student accepts these lessons s/he commits to participation in the particular event. If the student declines to participate in the event without major reason (illness, death in the family, relocation from the area, etc.), the Studio will be reimbursed for all such extra lessons at \$104.00 per hour tuition. Please note that inadequate preparation by the student is NOT considered a major reason for cancellation.

**COMPETITIONS, FESTIVALS, AND OTHER EVENTS:** Virtually all the MTNA, WMTA, NVMTA, and other events have registration or entry fees for which the entrant is responsible. A check (or cash) for the amount of the registration fee must accompany the event registration for the student to participate. **ALL FEES ARE NON-REFUNDABLE** regardless of the reason for withdrawal. (The Studio must pay entry fees to the competition even if the student does not participate.) **NOTE:** If a student plans to participate in a competition or festival, such participation is **SOLELY** at the discretion of the Instructor and that student will be withdrawn if s/he is not prepared. No entry fees are refunded under **ANY** circumstances.

**CURRICULUM:** Student lessons will consist of repertoire study, music theory, technique, and sight-reading. Students will work from "classical" piano repertoire; beginners will study from progressive method books and supplementary materials. The Studio does occasionally use popular music, musical theatre, ragtime, and other styles for the purpose of developing sight-reading skills but does not offer regular instruction in these genres. Students are responsible for purchasing the necessary music and materials for lessons. Music theory will also be included in lessons; at the teachers' discretion, adult group music theory classes may be offered should there be enough students available and interested.

**PRACTICE:** Regularly scheduled **daily** practice time must be **strictly** followed by the student. It is impossible to achieve any sort of progress without daily work; this includes weekends **and on lesson days.** These sessions should be free from household interruptions. It is important to understand that discipline is a required virtue for piano study.

**RECORDING OF LESSONS:** At my discretion I may ask that you provide an electronic recording device so lessons can be recorded as necessary. You can then listen and replay the lesson at home – these can be a great help in developing tone, dynamics, listening for rhythmic control, etc.

**PRACTICE EQUIPMENT:** A good piano (not an electronic or digital keyboard) is necessary practice equipment. In the very beginning, I will accept a full-size keyboard with pedals, but as soon as the student decides that s/he wants to consider study beyond the first two months, the keyboard must be replaced with a real, acoustic piano. I will be happy to assist you regarding the purchase of a good instrument. Each student will also have a working metronome, a notebook or

binder for the practice planner, and a recording device available to him/her. An economically priced metronome is the Seiko Quartz metronome, which is the metronome used by the Studio. There are also many free metronome apps available for both Android and iPhones.

**PERFORMANCES OUTSIDE THE STUDIO:** Because of my commitment to outstanding student performances, ALL piano performances, auditions, and competitions of any kind must be approved **in advance** by the Studio and repertoire for such activities must be studied with me. **Failure to comply may result in contract termination.**

**ILLNESS:** If a student is ill (especially if the illness is contagious), PLEASE try to exchange lesson times with another student. If you are asked to accommodate a schedule change because of illness, please do so if you are able. If no one can switch times with you, please call or e-mail me and I will try to accommodate a schedule change – **but for student illness only**. Please DO NOT come to the Studio if you are ill. Please contact other students/parents directly to arrange a switch, and then please inform me of the change.

**MISSED LESSONS:** The Studio has a policy of not making up lessons missed by students for any reason. All lessons missed by the teacher will be rescheduled. No refunds, tuition deductions, or lesson credit is given for lessons missed by students and no lessons will be made up. Students should exchange lesson times with other students when conflicts do come up, or schedule a make-up lesson if an approved, open time slot is available on the Studio online open calendar. Students should notify me by telephone, e-mail, or voice mail when an exchanged time has been arranged.

**INCLEMENT WEATHER:** From time to time during the year (especially during the winter months) travel may become treacherous due to inclement weather. If you have any concerns about travel because of inclement weather, please contact the Studio to reschedule your lesson. Lessons missed because of inclement weather conditions WILL be made up.

**VIRTUAL/ONLINE LESSONS:** While in-person lessons are the traditional lesson format offered by the Studio, the Studio will continue to offer virtual/online lessons when necessary due to health emergencies such as the COVID-19 pandemic; in addition, the Studio will offer virtual/online lesson scheduling due to student illness, inclement weather, or other possible situations or emergencies as remedy to prevent the loss of lesson by a student, provided the Studio has offered to make up the lesson. Additionally, if the student has an upcoming performance for which a lesson would be critical to the success of such a performance, the Studio may offer a virtual/online lesson or lessons to help ensure the student's success. Virtual/online lessons will be arranged by mutual agreement between the Studio and student/parent/guardian.

**ENROLLMENT AFTER THE START OF THE CONTRACT PERIOD:** Students who enroll after the beginning of the contract period and start lessons after the first lesson of the contract period has already been given per the Studio calendar will make an initial payment based on how many lessons they will receive for the quarter in which they first enroll. (Each quarterly payment covers exactly 10 lessons.) This first payment must be received to secure a regular lesson time and only then will lessons be scheduled. All subsequent tuition payments follow the regular remaining quarterly payment schedule in the TUITION section above. The exact reconciliation schedule regarding tuition for lessons commencing after the start of the contract period will be explained and given in writing during the initial interview/audition.

**TERMINATION OF CONTRACT:** This contract and lessons may be terminated early by the teacher upon thirty teaching days' notice.; break weeks and weeks the studio is closed are NOT

counted in the thirty days – only days lessons are offered are included in calculating the thirty days. If accounts are current, the student has the same termination option. In general, I will only possibly exercise this option because of delinquent tuition payments, failure to have out-of-studio piano performances approved, lack of consistent preparation, irregular attendance by the student, or continued rude or disruptive behavior by the student at lessons; however, termination can be without cause. Any termination by either the teacher or student must be made in writing. Any termination prior to the date of the 40<sup>th</sup> scheduled lesson for 2024 – 2025 is considered early termination.

The thirty-day period takes effect beginning with the date the party receiving notice is in possession of the termination notification. In the case of early termination, tuition will be pro-rated, based on the final date (thirty teaching days from the date the termination notice is received): the Studio calculates the total number of lessons the student should receive for the 2024 - 2025 year up to the final date. This is the lesson number for which the student is responsible. This will be multiplied by the actual fee per individual lesson (annual tuition divided by 40) and will determine the amount for which the student is responsible. If this amount is greater than the total tuition received to date by the Studio, the Studio will bill the student for the difference between the two amounts. If the amount is less than the total tuition received to date by the Studio, the Studio will reimburse the student for the difference.

**ENROLLMENT:** Please sign and return the registration page with the first tuition payment. Without a signed contract and tuition payment, I am unable to reserve time for you. Keep this contract for your reference.

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**2024 - 2025 Studio  
Adult Registration**

Student Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell/Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Tuition for which you are registering (please check one lesson length):

\_\_\_\_\_ 60-minute lessons \$1035.00 per quarter

\_\_\_\_\_ 75-minute lessons \$1293.00 per quarter

\_\_\_\_\_ 90-minute lessons \$1497.00 per quarter

I have read and thoroughly understand the above policy and agree to abide by the terms that are stated. I agree to make quarterly tuition payments on time. Tuition will be paid at a rate of \$1035.00 per quarter for 60-minute lessons, \$1293.00 per quarter for 75-minute lessons, or \$1497.00 per quarter for 90-minute lessons. Should I select to pay monthly, I agree to the fee schedule of \$356 per month for 60-minute lessons, \$445 per month for 75-minute lessons, and \$515 per month for 90-minute lessons. NOTE: The length of lessons can be changed by student and teacher consultation.

Signature of Student \_\_\_\_\_

Date of registration \_\_\_\_\_