



2018-19 Studio Policy

Welcome to the Bartle Guitar Studio!

I look forward to helping you reach your individual musical goals. As you progress through your lessons, you will acquire musical skills and techniques that can be applied to a wide musical repertoire. I teach acoustic and classical guitar, music theory, and keyboard theory to students ages five to adult.

Materials: Students are to bring a guitar and music books to each lesson. It is recommended that you communicate with me prior to purchasing a guitar, books, and music supplies. A substandard instrument or instrument that is not the correct size can impede student learning. I will research the current market and make recommendations for buying a quality, affordable instrument. In addition, students will need to have a guitar tuner, guitar footstool, and music stand for home practice.

Practicing: It is recommended that students practice consistently at a regular time at least five days a week and that a well-lit, distraction-free practice area be set up in your home with a music stand, guitar footstool, and supportive chair or bench. Parents can assist their children with establishing a practice routine. Students should focus on practicing the repertoire covered during each lesson in determining the daily amount of time needed to practice.

Recitals: Students are encouraged to participate in the recitals that are scheduled throughout the year. Performances take place in community-based settings and frequently occur in conjunction with the Foothills Music Teacher Association. Recitals give students the opportunity to work towards goals, meet fellow musicians, and strengthen public performance skills.

Summer Months: During the summer months, it is highly recommended for students to maintain a consistent lesson and practice schedule. Summer can be a wonderfully productive time for practice without the obligations of the academic school year. Lessons will be scheduled around vacations and summer camps on a flexible per-lesson basis.

2018-19 Tuition & Fees

Students are enrolled for the academic school year on a tuition basis from August 20, 2018 to May 24, 2019. Tuition is based on a 37-week teaching year plus 2-3 recitals. The total tuition is divided into even amounts spread over nine months. Lessons that fall on a one-day holiday may be rescheduled within the week in space-available time slots. Students starting mid-month will be charged on a prorated schedule based on the number of lessons left in the month. During the summer months from May 28, 2019 to August 16, 2019, lessons are charged on a per-lesson basis.

- What does my tuition include?
 - Your Personal Weekly or Bi-weekly Lesson Time Slot Reserved Only for You
 - Planning and Presenting 2-3 Recitals a Year
 - Recital Accompaniment
 - Assistance Changing Strings
 - Use of Demo Guitars
 - Recommendations on Equipment Purchases
 - Outside Class Availability for Questions
 - Scheduling
 - Finding and Creating New Music Materials
 - FMTA Professional Dues and Continued Education
 - Miscellaneous Handouts
 - General Studio Business Management and Expenses

- 2018-19 Tuition (September-May, Weekly lessons)*

<i>Lesson Length</i>	<i>60 Minutes</i>	<i>45 Minutes</i>	<i>30 Minutes</i>
<i>2-Month Rate</i>	\$328	\$246	\$164

*Students who wish to schedule bi-weekly lessons will pay 50% of the monthly rate

- Summer 2019: (May 28-August 16, 2019) Lessons are scheduled during the summer months at the rate of \$40/hr.
- Drop-in Lesson Rate: A one-time drop-in lesson is available at the rate of \$55/hr. Students may apply their drop-in lesson fee towards monthly tuition at the end of the lesson.
- Gift Certificate Rate: Flexible, customized packages are available.
- Discounts
 - *Referral Discount:* As a way of showing appreciation for referrals, I offer a \$20 tuition credit if a student you referred to me signs up for a lesson package.
- Payment: Payment is due on the 20th of the month prior to the months' lessons. **Payment due dates for 2018-19 academic year: August 20th, October 20th, December 20th, February 20th, April 20th, June 20th.** Cash and checks are accepted. Please make checks out to *Bartle Guitar Studio*. There is a \$20 returned check fee. Refunds or missed lesson credits are not offered.

Schedule: Lessons are scheduled on a weekly or bi-weekly basis. Confirmation of lesson times for the upcoming month will be scheduled during the final week of the month. Lessons are taught Mondays through Fridays.

Attendance Policy: Students may reschedule up to two makeup lessons per semester. Makeups must be scheduled during the current semester and cannot be "carried over." Missed lessons can be made up in two ways: (1) rescheduling outside the reserved time slots (2) adding time increments to future lessons. Makeups are based on availability and specific time slots cannot be guaranteed. Lessons missed without advance notice or with less than 24-hour notice will not be made up (exceptions granted for emergencies only). No refunds or credits will be issued for missed lessons. Lessons missed by the instructor will be rescheduled in space-available time slots.

Care of Children: Adult supervision of unaccompanied minors is only available during the scheduled lesson time. Students are welcome to wait inside before and after lessons. Bartle Guitar Studio is not responsible for children under 18 who leave the premises unaccompanied.

2018-19 Studio Calendar

August 20, 2018: Fall Semester Starts

August 25, 2018: Wheat Ridge Farmers & Artisans Market Recital

September 3, 2018: Studio Closed for Labor Day

November 19-23, 2018: Studio Closed for Thanksgiving Break

December 8, 2018: Barnes & Noble Winter Recital (3-4 pm)

December 21, 2018: Fall Semester Ends

December 24, 2018-January 1, 2019: Studio Closed for Winter Break

January 2, 2019: Spring Semester Starts

January 21, 2019: Studio Closed for MLK Day

February 18, 2019: Studio Closed for Presidents' Day

March 25-March 29, 2019: Studio Closed for Spring Break

May 19th: Atria Inn at Lakewood Spring Recital (2-3 pm)

May 24, 2019: Spring Semester Ends

May 27, 2019: Studio Closed for Memorial Day

May 28-August 16, 2019: Summer Semester

Contact Information: Please feel free to contact me at info@BartleGuitarStudio.com or (720) 353-2902.

Thank you for your interest. I am committed to your musical success and I look forward to teaching you!

~Lorian Bartle