



# 2017-18 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.

## 2017-18 Tuition & Fees

Students are enrolled for the academic school year on a tuition basis from August 21, 2017 to May 25, 2018. 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 29, 2018 to August 17, 2018, 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
  
- 2017-18 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>	\$320	\$240	\$160

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

- Summer 2018: (May 29-August 17, 2018) 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 20<sup>th</sup> of the month prior to the months' lessons. **Payment due dates for 2017-18 academic year: August 20<sup>th</sup>, October 20<sup>th</sup>, December 20<sup>th</sup>, February 20<sup>th</sup>, April 20<sup>th</sup>, June 20<sup>th</sup>.** 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 within 30 days of the original date. 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.

#### 2017-18 Studio Calendar

**August 21, 2017: Fall Semester Starts**

**August 26, 2017: Wheat Ridge Farmers & Artisans Market Recital**

September 4, 2017: Studio Closed for Labor Day

November 20-24, 2017: Studio Closed for Thanksgiving Break

**December 9, 2017: Barnes & Noble Winter Recital (3-4 pm)**

**December 22, 2017: Fall Semester Ends**

December 25, 2017-January 1, 2018: Studio Closed for Winter Break

**January 2, 2018: Spring Semester Starts**

January 15, 2018: Studio Closed for MLK Day

February 19, 2018: Studio Closed for Presidents' Day

March 26-March 30, 2018: Studio Closed for Spring Break

**May 20, 2018: Morning Star Spring Recital (2-3 pm)**

**May 25, 2018: Spring Semester Ends**

May 28, 2018: Studio Closed for Memorial Day

**May 29-August 17, 2018: Summer Semester**

#### Preliminary 2018-19 Studio Calendar

**August 20, 2018: Fall Semester Starts**

September 3, 2018: Studio Closed for Labor Day

Contact Information: Please feel free to contact me at [info@BartleGuitarStudio.com](mailto: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!

*~Lori Bartle*