

# Rose Music Studio Policy & Procedures

## Payment and Invoice Information

- Monthly invoices will either be given at the 1<sup>st</sup> lesson of each month or emailed by the 1<sup>st</sup> of the month.
- Payment is due at the first lesson of each month.
- Please pay by cash or by check. Make checks payable to Darlene Rose.
- There will be an in-home driving fee of \$2.00 applied for each in-home lesson.
- A \$15.00 fee will be asked of you to pay, in the event that the bank returned check due to insufficient funds.

### Cancel Lation Notice

Please allow 24 hours notice of any cancellation phone calls. Cancellation phone calls will allow the private student to receive a make-up lesson. It is important to contact me at 360-936-1069 since I am traveling to your location. If the phone call is not received then you will not be credited for that lesson nor can that lesson be made up.

## Make-Up Lessons

Private lessons can be made up if I am notified in a timely manner of a cancellation. In the event we are unable to reschedule your lesson, I will credit your next month's payment which will reflect on your invoice.

#### WITHDRAWAL POLICY

There is a two-month minimum enrollment requirement for all private lessons. A thirty-day notice is required to discontinue lessons. Refunds will be evaluated on a case by case basis.

# Keys to Success

- 1. When to practice? "Only on the days that you eat!" The best plan is to make practice a part of your daily routine. If you know you will practice at a certain time every day, it will happen with very few exceptions.
- 2. Set goals to try to accomplish in each practice session.
- 3. Work on the most challenging spots first. Count, Say & Play.
- 4. Break the music down into small sections. (*How do you eat an elephant? One bite at a time!*) Repeat the passage many times AFTER you get it right.
- 5. Before you end each practice session, play the entire piece, and enjoy!
- 6. Remember to enjoy what you are doing and have fun!

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