

# Vango Piano Academy

10242 N. 58<sup>th</sup> St., Paradise Valley, AZ 85253

Phone: 602-802-5167, Email: info@VangoPianoAcademy.com

Website: VangoPianoAcademy.com

## **POLICIES: 2017-2018**

Thank you for choosing Vango Piano Academy for your piano lessons! In order to ensure that you or your child get the most effective and creative teaching possible, the following policies are enforced. Please read, sign and return one copy. These are important guidelines. Policies are subject to change.

### ✓ **Practicing and Music Events**

Students are expected to practice daily and are required to practice at least five days each week. In the event of vacation, illness, etc., students can practice extra to make up for missed practice sessions. Students must complete each assignment. There will be specific directions outlined in each student's notebook. This may mean your child's practice time may fluctuate depending on the length of time it takes to perfect certain passages. Participation of music events such as recitals and various PMTA events is not required but highly recommended.

### ✓ **Tuition**

The year is divided into three terms, **Fall:** August 7 to December 22, **Spring:** January 8 to May 25 and **Summer:** May 29 to Aug. 3. Tuition is based on **38 weeks/lessons for Fall and Spring terms** and may be paid monthly or by term. Refer to *Lesson Calendar* on VangoPianoAcademy.com for the yearly lesson dates. In Summer, students may take any number of lessons flexibly and tuition is prorated.

	<b>Piano Fun Makers</b> (ages 3 and up)	<b>Intensive Piano Lessons for Piano Competitions and Grade Exams such as ASP, ABRSM, KG</b>	<b>Flexible Lessons</b> (pay by lesson, pre-payment required)
30 min. weekly lessons	\$140 per month or \$700 per term	\$160 per month or \$800 per term	\$40 per lesson, \$35 per lesson in Summer only
45 min. weekly lessons	\$210 per month or \$1050 per term	\$240 per month or \$1200 per term	\$60 per lesson, \$52.50 per lesson in Summer only
60 min. weekly lessons	\$280 per month or \$1400 per term	\$320 per month or \$1600 per term	\$80 per lesson, \$70 per lesson in Summer only

### ✓ **Fee Tables**

<b>*New Student Deposit</b>	<b>Annual Studio Fee</b>	<b>Late Fee</b> (after the 1st of the month)	<b>Returned Check Fee</b>	<b>Credit/Debit Card Fee</b>
One month's tuition (refundable)	\$40 (non-refundable)	\$20 plus \$2 per day after the 7th	\$50	5%

\*New Students are required to pay one month's tuition as refundable deposit. It can be paid in installments up to 3 months and will be used as last month's tuition. Flexible Lessons require a pre-payment of at least one lesson.

### ✓ **Payment details:**

- Cash, check, and credit/debit cards are accepted. Make checks payable to **Vango Piano Academy LLC**.
- **Payment due:** At the beginning of the each term and on the last week of a month for the following month thereafter for monthly payments.
- Monthly payments must be received by Aug. 6, Sept. 1, Oct. 1, Nov. 1 and Dec. 1 for the Fall Term and by Jan. 1, Feb. 1, March 1, April 1 and May 1 for the Spring Term. Otherwise Late Fee will incur.
- Late fee: after the 1st of each month, \$20, after the 7<sup>th</sup> of the month, \$20 plus \$2 per day

- Failing to notify when discontinuing lessons prior to one month: forfeit of the deposit
- No discount or refund on lessons missed by student or due to weather
- Tuition is non-refundable
- Invoices will be sent out via email, which will include online payment options
- **If you cannot pay in person and do not wish to pay online, send a check to: Vango Piano Academy LLC, 10242 N. 58<sup>th</sup> ST., Paradise Valley, AZ 85253 before the 1st of the month to avoid any late fee.**
- Tuition will be prorated under only four circumstances: 1) the first month upon registering, 2) Summer, 3) should the instructor miss a lesson, the student will receive a credit or a makeup lesson and 4) Flexible Lessons. Otherwise, **tuition will not be prorated under any circumstance.**
- Annual Studio Fee will be used for incentives and prizes such as Piano Practice Contests and Music Money as well as Piano Maestro and collected in August or when a student signs up. The entire amount of the fee will go back to the students in forms of cash, prizes and incentives.

✓ **Missed Lessons**

When you sign up for weekly lessons, your lesson time is exclusively reserved for you, which means the instructor cannot resell the time. You agree to pay for a particular time slot **whether you attend or not** and this commitment is for Fall and Spring terms. For this reason, make-up lessons are limited to **one** in each Fall and Spring term and a **2-day notice** must be given. Online lessons using Facetime or Skype and a lesson video made by the instructor during the student's lesson time would be great alternatives. Also, you can swap your lesson with another student's, if you opt in for a swap list. In this case, you will be responsible for contacting the other parent and for notifying the instructor **after** the swapping has been confirmed. Only during Summer, any number of lessons can be rescheduled with a 2-day notice for students who take weekly lessons in Fall and Spring terms. A rescheduled lesson cannot be rescheduled again. **Be on time: when the student is tardy, the lesson will not extend.**

\*If you cannot make a weekly commitment, Flexible Lessons are an option. Schedule a lesson at your convenience. Pre-payment must be made to reserve a time slot. **No refund, rescheduling or make-up for students who choose Flexible Lessons.**

✓ **Use of Vango Piano Academy**

You may park anywhere on the property as long as you do not block anyone, the garage and the carport. Stay downstairs in the waiting areas or outside only. By signing this form, Hannah Vangoidtsenhoven and Vango Piano Academy are released from any liabilities, accidents or injuries that might occur at Vango Piano Academy.

✓ **Use of Photos and Videos**

During student and group gatherings and performances, the instructor reserves the right to use video recording or to take photographs of students for use in advertising materials, lesson demonstration and studio owned websites. Photos taken by the instructor OR that are shared with the instructor by other parents or students of gatherings or performances become the property of Vango Piano Academy and can be used at the discretion of the instructor in regards to Vango Piano Academy.

### Agreement

I have read the policies of Vango Piano Academy. I understand the policies and I will abide by them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (person responsible for tuition payment, if under 18, parent or guardian must sign)

Swap List: Yes \_\_\_ No \_\_\_

The Swap List is NEVER to be used to solicit funds for schools or any other organization for any purpose including any kind of SPAM. Those who do so will be removed from the Swap List privilege. Please respect other's privacy.

Print name: \_\_\_\_\_ Student's Name: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_