

Catherine LeGrand
www.catherinelegrand.com
catherine@catherinelegrand.com

Dear students and parents,

My lesson policies are based on guidelines from the National Flute Association and from the Music Teachers National Association and on advice from members of these organizations. Regular instruction is essential for students to progress, and I am dedicated to the highest level of instruction. Much of my other work is planned around my regular flute studio lesson schedule and major studio events (Raleigh Area Flute Association Review and Contest and Solo and Ensemble Fest, and studio masterclasses).

GENERAL POLICIES

My lesson fee structures are based on monthly, trimester or annual tuition. In months where there are more than 4 lessons or studio masterclasses, there will be no additional charge. In months in which there are fewer than 4 lessons or studio events, the tuition remains the same.

I ensure that an average of 4 monthly lessons or studio masterclasses are provided each month, averaged over each trimester (3 month period). There are a minimum of 12 sessions in each trimester. Students also receive a free subscription to the LeGrand Virtual Studio website, which normally has an annual fee of \$100. The Virtual Studio hosts a large library of online video lessons, a studio blog, and articles and documents for use by flute students. If you do not already have a subscription, please let me know and I will set one up for you.

I respectfully request that all mobile devices be turned off in my studio during lessons. They cause distraction. Thank you!

TUITION PAYMENT

Tuition is due by the 7th day of the month in which tuition is due. I will send out an email tuition reminder before each payment is due.

A \$10 late charge will now apply to any payments not received by the 7th day of the month in which the payment is due. You may pay by check or by cash. Many of you no longer carry a checkbook due to electronic banking. To facilitate your payments, you may also email PayPal payments to catherine@catherinelegrand.com. Please keep in mind PayPal payments take 3-4 days to process, so if you choose this option, please make payment on or before the first day of the month, so the payment clears by the 7th day of the month. Many thanks for your help with this.

I must now charge a returned check fee of \$20. If you feel you do not have sufficient funds for your check, please make alternate payment arrangements with me.

Cancellations and makeup lessons:

- There will be no refunds or credits for missed lessons.
- If you need to reschedule a lesson, 48 hours' advance notice is required, except in the case of the student's illness or adverse weather (snow storm, hurricane). Please try to plan at least one week in advance--even longer is appreciated--for any lessons you will miss so we can secure a mutually convenient alternate time.
- If a lesson is missed due to illness or adverse weather, the lesson will be made up on a space available basis within one month of the missed lesson.
- Any scheduled lessons I must cancel will be rescheduled at mutual convenience (those of you who have been with me for a long time know I almost never cancel a lesson once it is scheduled!).
- I offer makeup lessons via Skype if the schedule dictates and you have appropriate equipment.

COMMUNICATION

I do prefer to do most of my communication via email due to my work hours and also like to have written records of all schedule changes, etc. While I am teaching, I generally do not answer calls or emails so that I may devote my attention to the student I am teaching. If you are attempting to reach me on the day of your lesson for any reason, please contact me via both phone and email. My mobile phone is off during lessons and practice time. I prefer not to text. Thanks so much.

ENROLLMENT PLANS

I have adopted several enrollment options this year. (Pianist fees and materials costs are not included in tuition. I'll let you know about these expenses as they come up.) Most plans include tuition increases. These increases are not intended to dis-include a current student. If you can't afford the increase, I can award a partial scholarship to help with the increase. Please speak with me about this, but please first decide which enrollment option you prefer.

ANNUAL PAYMENT OPTION FOR YEARLY ENROLLMENT PLAN (\$50/HOUR average)

12 months' tuition paid in advance. Longer lessons or multiple lessons in one week can be scheduled to make up for lessons missed during vacations.

- Hour lessons \$2400 annually.
- 45 minute lessons \$1800 annually.
- Email reminder will be sent.

STUDENTS WHO CHOOSE THIS PLAN WILL NOT HAVE A TUITION INCREASE.

#1A MONTHLY TUITION PAYMENT OPTION FOR YEARLY ENROLLMENT PLAN (\$55/HOUR average)

- Hour lessons \$220/month
- 45 minute lessons \$165/month
- Tuition is due within the first week of each month. Email reminder will be sent.

#1B TRIMESTER PAYMENT OPTION FOR YEARLY ENROLLMENT PLAN (\$55/HOUR average)

- Hour lessons \$660/TRIMESTER
 - 45 minute lessons \$495/TRIMESTER
 - Tuition is due within the first week of the first month of each trimester. Email reminder will be sent.
- Trimesters: AUG-OCT, NOV-JAN, FEB-APRIL, MAY-JULY

THIS PLAN IS DESIGNED FOR THOSE WHO REQUESTED LESS FREQUENT PAYMENTS.

#2 PER MONTH ENROLLMENT PLAN (\$60/HOUR average)

(minimum 9 months of enrollment in a calendar year required to retain your slot)

- Hour lessons \$240 /month
- 45 minute lessons \$180 /month
- Tuition is due within the first week of each month. Email reminder will be sent.

A 30 day written notice is required to discontinue lessons. There are no tuition credits.

#3 INDIVIDUAL LESSONS \$70/hour

(Hour or longer lessons. Limited scheduling options available. Intended only for advanced students. Pre-approval required for this option).

Students who enroll for INDIVIDUAL LESSONS will also be responsible for a \$50 class fee, payable to me, for each studio masterclass they participate in. (These classes are included with the tuition enrollment plans.)

Please fill out, sign and return the form on the last page. Please let me know if you have questions regarding these policies and enrollment plans or any concerns. I value each of you and thank you for the opportunity to provide high quality instruction to you or your child.

Sincerely,
Catherine

Catherine LeGrand
www.catherinelegrand.com
catherine@catherinelegrand.com

Please sign and return this page. Thanks!

I have selected this enrollment plan (please carefully read the plan details in the policy letter):

ANNUAL PAYMENT OPTION FOR YEARLY ENROLLMENT (\$50/HOUR)

___ Hour lessons \$2400 annually ___ 45 minute lessons \$1800 annually

#1A MONTHLY TUITION PAYMENT OPTION FOR YEARLY ENROLLMENT (\$55/HOUR)

___ Hour lessons \$220. ___ 45 minute lessons \$165.

#1B TRIMESTER PAYMENT OPTION FOR YEARLY ENROLLMENT (\$55/HOUR)

___ Hour lessons \$660/TRIMESTER ___ 45 minute lessons \$495/TRIMESTER

#2 PER-MONTH ENROLLMENT (\$60/HOUR-\$240/MONTH)

___ Hour lessons \$240. ___ 45 minute lessons \$180.

___ #3 INDIVIDUAL LESSONS (\$70/HOUR-- for very advanced students only--pre-approval required. Limited scheduling options.)

I have read the Studio Policies of Catherine LeGrand, agree to these policies, and have retained a copy of the Studio Policies of Catherine LeGrand for my records.

Student _____ Date _____

Parent _____ Date _____

Address _____

Phone(s) _____

Mobile(s) _____

Email(s) _____

Preferred Method(s) of communication _____

Comments/Requests