

LEGRAND FLUTE STUDIO POLICIES

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919.403.6152 studio

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Dear students and parents,

Here is your annual reminder of my studio policies. Those of you who have been studying for a while know that I strive to be sure students always get what they need. 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 6 month period. There are a minimum of 24 sessions offered in each 6 month period. Students also receive a free subscription to the MyFlututorials.com, premium website, which normally has an annual fee of \$74.99. MyFlututorials.com 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 membership, 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 no later than the 7th day of the month in which tuition is due. I will send out an email tuition reminder before each payment is due. If you will miss a lesson in the first week of the month, please remit in advance or mail your check to arrive by the 7th of the month. Thank you!
- A number of students elect to pay in Trimester installments (August, November, February, and May.) There is no discount for this Tuition Plan, but it saves remembering to write a check each month.
- 35% of my students chose the annual tuition payment plan last year. I am pleased to offer a 5% discount to students who choose this plan. The total amount for this plan is due at the beginning of August.
- You may pay by check or by cash. You may also arrange for automatic deposit or payment, or email PayPal payments to catherine@catherinelegrand.com. Please keep in mind that these payments take several business days to process, so if you choose one of these options, please make payment 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.
- A \$10 late charge applies to any payments not received by the 7th day of the month in which the payment is due.
- I 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. We'll work something out.

Cancellations and makeup lessons:

- There will be no refunds or credits for missed lessons that were not cancelled in advance.
- 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 at mutual convenience.
- 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 also offer makeup lessons via Skype if the schedule allows 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. Thanks so much.

- Office phone: 919-403-6152
- Mobile phone: 919-656-0383
- Email: catherine@catherinelegrand.com

ENROLLMENT PLANS

I offer several enrollment options. (Pianist fees and materials costs are not included in tuition. I'll let you know about these expenses as they come up.) There is no tuition increase this year.

Please decide which enrollment option you prefer and let me know.

ANNUAL PAYMENT OPTION FOR YEARLY ENROLLMENT PLAN (5% discount)

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 \$2508. annually. (\$132. annual savings)
- 45 minute lessons \$1881. annually. (\$99. annual savings)
- Email reminder will be sent.

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

- Hour lessons \$220/month
- 45 minute lessons \$165/month
- **To receive this tuition rate, students are expected to enroll for at least 11 months of the year.** If longer vacations are taken, we can schedule longer, multiple, Skype lessons or ensemble classes to compensate for missed lesson time.
- Tuition is due within the first calendar week of each month. Email reminder will be sent.

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

- Hour lessons \$660/TRIMESTER (3 MONTHS)
- 45 minute lessons \$495/TRIMESTER (3 MONTHS)
- Tuition is due within the first calendar 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.

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 calendar week of each month. Email reminder will be sent.

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

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 select your enrollment option and return the form on the last page to me. 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

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LeGrand Flute Studio Tuition Options 2014-15

Please check the appropriate payment option and return to me. Thanks!

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

ANNUAL PAYMENT OPTION FOR YEARLY ENROLLMENT (\$55/HOUR)

___ Hour lessons \$2508 annually ___ 45 minute lessons \$1881. 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.)