

**Catherine LeGrand**  
[www.catherinelegrand.com](http://www.catherinelegrand.com)

Dear students and parents,

I have long debated these changes to studio policies and fee structure.

After carefully considering what I need to do to continue to offer high quality instruction and opportunities to all of you and after studying guidelines and advice from the National Flute Association and the Music Teachers National Association (of which I am a member) and other members of these organizations, I have established these new policies, **effective January 1, 2008.**

Fee structure will now be monthly tuition based rather than weekly billable hours. This places the responsibility on you to schedule your makeup lessons and to plan in advance for schedule changes due to vacations and other activities. This places the responsibility on me to make myself available to provide the appropriate number of sessions. Regular instruction is essential for the students' progress.

In months where there are more than 4 lessons or studio events, there will no additional charge. In months where there are fewer than 4 lessons or studio events, the fee will be the same. I will make every effort to ensure that an average of at least 4 monthly lessons or studio event opportunities are provided each semester. Students also receive free subscription to the LeGrand Virtual Studio, which has an annual fee of \$100.00 to others.

Tuition also helps offset rental expenses for studio event venues and my time and resources spent organizing lessons and studio events.

Monthly Tuition

- Hour lessons \$200.00
- 45 minute lessons \$150.00

(Pianist fees and materials costs are not included in tuition.)

Tuition for the month is due by the 7<sup>th</sup> day of the month or the first lesson of the month, whichever is sooner. A \$10.00 late charge will apply to payments received after this day.

10 months minimum tuition during a year is required to hold a spot in the studio. This means students will take a minimum of 4 lessons during the summer (June, July and August).

Summer lessons: I do, however, expect students to study in the summer during weeks mutually possible. We will work out individual schedules for lessons during the summer and you will be billed accordingly for the number of lessons scheduled above the 4 required sessions. Summer is a great time to focus on practicing without the pressures of schoolwork! More frequent lessons can be scheduled in summer if the student is willing to work hard.

Cancellations and makeup lessons:

- There will be no refunds or credits for missed lessons.
- If you need to reschedule a lesson, 24 hours advance notice is required. Please try to plan ahead to secure a mutually convenient alternate time. If 24 hours notice is not given, the lesson will not be made up.
- However, 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.
- Choice of credit or makeup will be given for any already scheduled lessons I must cancel.

Payment:

- Many of you no longer carry a checkbook due to electronic banking. To facilitate your payments, a payment option (credit card and bank) via PayPal will be added to my website. You may also simply email your PayPal payments to [catherine@catherinelegrand.com](mailto:catherine@catherinelegrand.com).
- You may certainly continue to pay by check or cash if you prefer. If you will not attend a lesson in the first 7 days of the month, please mail the check to arrive during the first week. Many thanks!

I sincerely hope these changes will not adversely affect anyone's ability to continue lessons. If so, please contact me, and we will work on a plan together. I value each of you and the opportunity to continue providing high quality instruction to you or your child.

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

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Preferred Method of communication: