

# STUDIO POLICY - *Vero Haro Piano Studio* 2024-2025

**These simple guidelines are what keep the Piano Studio running smoothly and effectively, and ensure that all students receive the equal attention they deserve. Please read them carefully and do not hesitate to contact me for any questions.**

## **SCHEDULE**

Lessons are scheduled at a mutually agreed time when the student begins lessons, and at the commencement of each academic year thereafter.

If a student/parent wishes to change their lesson time mid-year this can be discussed on a case-by-case basis, however, this is a subject to availability and cannot be guaranteed.

## **WHAT DO YOU NEED FOR THE LESSONS**

- **Notebook:** so you can keep track of your practice.
- **Music Notebook** (you will need one at some point during your learning).
- **A decent keyboard/piano at home:** Before making a purchase is always a good idea to get a cheap/borrowed keyboard in case you feel piano playing is not for you or your kid.
- **Commitment:** practice is very important in order to improve your piano playing. While I know many people learn for fun a minimum of regular practice is required so we can get the best out of our lessons.
- **Support from parents:** If your children is learning piano I will keep you informed at all times and making notes on their notebooks when needed so you can help them at home with their practice. It is always a great idea to use the practice time as a bonding experience for families as you can also be part of your child's learning.

## FEES

- 45 minutes lesson: £35
- 60 minutes lesson: £42

## PAYMENTS

### • First Lesson

- The **first lesson will be paid before the lesson** date by bank transfer. Please note that if the payment is not done in advance the lesson will not be scheduled.

### • Monthly Payments

- The monthly payment amount is divided evenly between the months of each Term as follows:

**Term 1** (4 months: September-December).

**Term 2** (4 months: January-April).

**Term 3** (3 months: May-July).

- **The monthly tuition fee is the same whether there are 5 or 2 scheduled lessons in a given month.**

- Payments will be made on the **1st of each month**. Most of my students set a direct debit payment as sometimes it is easy to miss the payment date.
- Fees cover the cost of tuition, secures your lesson slot and preparation time for your lesson.
- Please be advised that due to rising costs, fees may increase. Enough notice will be given.

### E.g:

- A 4 month term normally has 14 lessons.
- The price for each lesson is 35 pounds (45 minutes lesson).
- 14 lessons per term x 35 pounds per 45' lesson = 490 pounds for the whole term.
- 490 pounds per whole term/4 months per term = 122.5 pounds to be paid per month.

- In this way you have a flat fee so you always know how much you spend per month. One month you may have 2 lessons because of half terms or holidays and on a different month it could be 5 but you always pay the same amount because you are paying for the whole term and not for individual lessons/months.
- Please note the monthly fee can change from one Term to another. Term 1 has 4 months while Term 3 has 3 months.
- I will send a new invoice at the beginning of each term **but not monthly once the term has started.**

- **Bank Transfers can be made to the following account:**

Veronica Haro Diaz  
 Barclays  
 Sort Code: 20-62-53  
 Account: 33654192

### **MISSED/CANCELLED LESSONS (24H Cancellation Policy)**

- If a student will be missing their lesson for any reason they should inform me by text or email with as much notice as possible (**minimum 24 hours BEFORE the lesson date**) so we can organise a make-up lesson that will take place **within the term. If less than 24 hours are given the lesson will be fully paid.**
- The **24h cancellation policy** allows me to find another student to fill your slot for that day. Otherwise that slot would be lost.
- If for any reason **I have to cancel a lesson**, I will offer a make-up/online lesson at a different time within the Term, or if a suitable time can not be arranged, the lesson fee will be refunded or discounted from the following monthly payment.

## **TERMINATION OF LESSONS**

If you decide to terminate the lessons please note that the **Term still have to be finished.**

**Please make sure you send a confirmation of agreement to:**

**vpianoteacher@gmail.com**