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Cassie Rumbough

Music Lessons

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Studio Policies

Hello! I am so excited that you chose to take lessons with me. Please read over my studio policies and sign to verify that you agree to follow these terms. If you have any questions, please don't hesitate to reach out!

1. Payment

- a. For all of my services as of 9/1/22, I charge \$26/half hour, \$36/45 minutes, or \$48/hour.
 - i. Current students as of 8/31/22 will have no change in their tuition.
- b. There is a one time \$10 materials fee for all new students.
 - i. See "6. Materials" below for more information.
- c. I offer one discounted (\$15) trial lesson for any new student or a current student thinking of trying another service.
- d. If you refer a friend, they get a free trial lesson, and you get a free lesson too!
- e. Tuition is paid on a monthly basis. If you will be absent for a lesson during a month, you can either not pay for that lesson, or I will credit your payment to the following month.
 - i. Invoices will be sent at the beginning of each month.
 - ii. If payment is not received by the 2nd week of that month (after your second unpaid lesson), there is a \$10 late fee that will be added to your invoice.
 - iii. If payment is not received after 3 weeks (or three unpaid lessons), I reserve the right to put a hold on future lessons until the invoice is paid including the late fee.
- f. Payment is accepted via Paypal, check, cash, or Venmo.
 - i. Paypal: @cassierumbough or cassie.rumbough@gmail.com
 - ii. Check payable to: Cassie Rumbough
 - iii. Venmo: @cassie-rumbough

Studio Policies

2. Cancellation Policies

- a. At least 24 hours notice is needed to cancel a lesson. If I do not receive 24 hour notice that you will not be in attendance prior to your lesson (excluding in event of emergency or sudden illness), it will be billable.
- b. I give one free “no show” (no 24 hour notice) per family per year.
- c. If I must miss a lesson, I will provide a makeup lesson at our schedule’s earliest convenience, unless we decide to skip that week.
- d. Communication is key! I am always flexible when I am in the loop.

3. Termination of Study

- a. If you are thinking about discontinuing lessons, I ask that you let me know a month prior to your last lesson. If there is anything I can do to improve your experience, please communicate this with me!
- b. I reserve the right to terminate lessons if it is in the best interest of both the student and the teacher. Issues warranting dismissal might include:
 - i. Repeated failure to attend lessons.
 - ii. Repeated failure to communicate clearly and openly.
 - iii. Repeated failure to abide by these policies, including parents/guardians.
 - iv. Repeated offenses of inappropriate or disrespectful behavior.
 - v. Failure to pay tuition.

4. Expectations

- a. Please arrive on time for all sessions. The time slot, not the number of minutes, is the time I have to dedicate to you.
- b. Practicing is fundamentally important to see improvement in your musical skills. I will explain my practicing expectations during our first lesson, and remind students about them every week. I keep progress spreadsheets for each of my students, in which I include everything they need to work on for the week. I will share this sheet with you at or before our first lesson.

Studio Policies

5. Recitals

- a. Students are highly encouraged to participate in recitals, which are held in the winter (November/December) and spring (April/May).
 - i. Recital fee is \$7 per family (if multiple students per family, fee is still only \$7.) This fee covers the cost of renting recital space, reception, event insurance, etc.
 - ii. Detailed information will be sent out a few months prior to the next recital.

6. Materials

- a. Piano students will work out of a lesson book decided on by the student and myself during the first lesson.
- b. Voice students will receive a binder with warm up tips, vocal health information, and their repertoire when we start lessons.
- c. In order to ensure all students have necessary materials, I will provide them for a one time fee of \$10. This fee goes towards buying books, binders/notebooks, sheet music, or any other materials students need.
 - i. Virtual students are exempt from this fee, as they will need to print/buy materials on their own. I will provide links to buy mandatory materials.

7. COVID-19 Considerations

- a. If you feel sick, stay home! I will **always** give make ups for illness.
- b. Although I am fully vaccinated, I will observe COVID safety precautions, including masking, encouraging hand sanitizer, washing hands between lessons, and social distancing.
- c. I highly encouraged arriving masked and staying masked for the entirety of the lesson, excluding voice students who stand more than six feet away from myself (I will provide face shields if we feel it necessary).