

## **KWSTUDIO INFORMATION AND VIRTUAL LESSON POLICY**

### **SCHEDULING**

Lessons are scheduled on a month to month basis. Regular weekly lessons are expected, but if you know you will be absent, you may elect not to pay for that lesson or reschedule ahead of time. Students who elect to take fewer than weekly sessions will be required to take a minimum of two 60 minute lessons per month. Two week notice of termination is expected.

### **PAYMENT**

Payment for the month is due on or before the first lesson of the month, or you may pay for the semester in full at the beginning of the semester. See me for semester rates. Payments should be made to Northminster Presbyterian Church. You may use the link to the automated service on [www.Northminster-Indy.org](http://www.Northminster-Indy.org) (scroll to “Music Lessons” on the main menu.) If your payment is late (after the second week of the month,) please add \$5 to the total, and use Venmo to pay me directly at KWStudioNPC.

### **ABSENCES AND MAKE UPS**

A make up lesson will be offered if a student must miss a lesson that has been reserved. 24-hour notice of cancelation is required for a make up. Students are financially responsible for the missed lesson. Missed make up lessons will not be rescheduled. No exceptions for any reason.

### **FEES PER LESSON**

Fees are determined by market value in your area. Contact me for rates. Time limits and types of lessons offered are:

30 minutes (piano under age 8)

45 minutes (recommended)

60 minutes (professional voice and voice/theory combo)

75 minutes (voice and piano combo)

### **TEACHING HOURS**

Monday 2:00 - 8:00

Tuesday 2:30 - 8:00

Wednesday 2:00 - 6:00

Thursday 2:30 - 8:00

Other Hours by Special Arrangement

### **COMMUNICATION**

Krista cell 317.331.7841

Studio email [KWStudioNPC@gmail.com](mailto:KWStudioNPC@gmail.com)

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