

## **Music Studio of Jordan Alexander**

518 Wando Lane

Mt. Pleasant, SC 29464

[www.jordanalexander.com](http://www.jordanalexander.com)

### **2016 Lesson Policy**

Welcome to my studio! Please read the studio policy carefully. If you have any questions, you can contact me at (803)517-5751 – if it goes to voicemail, just leave a message and I will return your call as soon as I am able. You can also contact me through email at [Jordan.Alexander@gmail.com](mailto:Jordan.Alexander@gmail.com).

Each student, according to his/her level of study, will receive one ½ hour or hour lesson each week for total of at least 4 lessons per month:

- The tuition for lessons is \$115 a month for a ½ hour lesson and \$200 dollars a month for a one hour lesson. Lessons are purchased by the month and the fee for lessons is due no later than the first scheduled lesson of that month. Lesson tuition payments received after the first scheduled lesson date will incur a \$15 late charge without exception. Should you be unable to attend your first scheduled lesson for any reason, lesson payment is still due on your regular lesson day. This policy is *essential* to running my business as other students, my own performance schedule, and other professional endeavors are carefully scheduled around your time, often months in advance.
- You can easily pay your lesson tuition online at any time, or set up a recurring subscription, by visiting my website [www.jordanalexander.com](http://www.jordanalexander.com).
- It is the responsibility of the student to remember his/her lesson time. I will reschedule a lesson **ONLY** if I am notified 24 hours **PRIOR** to your scheduled lesson – **NO EXCEPTIONS** – this is your reserved lesson time.
- For your convenience, I've set up an online calendar on my website that allows you to view your scheduled lessons easily from your computer or smartphone at any time. The calendar may be found by going to [www.jordanalexander.com](http://www.jordanalexander.com). Should you need to reschedule a lesson or schedule a make-up, you can click “week” view on the top right of the calendar and view available time slots. You can then either email me or call, and I will verify that time and update the calendar. I will do everything within my power to be accommodating.
- **5th Week** – No lessons will be taught on the 5th week of any month unless a make-up lesson has been scheduled by me.
- It is the responsibility of the student to attend each lesson listed on the calendar. If a student is sick, he/she will be credited with a make-up. Make-ups may be scheduled during any available time slot in addition to your normal lesson OR by extending your normal lesson time if the calendar permits; However, they may not be applied to future lessons.
- The calendar utilizes the following codes: “OUT” beside your name denotes a lesson you've notified me ahead of time that will you miss. “SDC” denotes a same day cancellation and will not be credited with a make-up. “NCNS” denotes “no call, no show” and will not be credited with a make-up and if repeated may result in being dropped from the studio entirely.
- All students should own a folder to keep any handouts or music I print out for them and bring these materials to each lesson. If you lose your music, the second copy will be emailed to you.
- My website is a wonderful resource for students – aside from the calendar, you can find tremendously helpful links to online music tutoring, free sheet music, an online metronome, music blogs, videos, lectures, etc. Always be sure to check in from time to time and see what gets posted in the **Blog** section. The website also contains the **Store** –

this is run entirely through Amazon.com and contains all the items I recommend for students along with things I personally use in my studio.

- If you refer me to a friend or acquaintance and they sign up to take lessons, you get \$25 credited to your account. This is my way of saying thank you for spreading the word!
- It is my job to turn you into a brilliant, musically literate, trained musician AND to make sure you enjoy yourself. Students are expected to practice a **minimum** of 30 minutes a day and **attend every lesson** – This is how progress is made and is crucial to your enjoyment. Also crucial, is attending musical concerts and listening to and discovering new music. **I promise** that if you follow my advice, you will be shocked with what you can accomplish and how you can apply it to everything else you do! I myself am a professional musician and a lifelong learner – if there are any shortcuts, I'll tell you them – trust my advice.



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By signing here, you indicate that you have read and agreed to the above policy.

Parent: X \_\_\_\_\_

Student: X \_\_\_\_\_