

Jennifer Berg

VIOLIN STUDIO

www.JenniferBergViolin.com

36133 Johnstown Rd.
Farmington Hills, MI 48335

Rates: \$30/30-minutes, \$45/45-minutes, or \$60/60-minutes, paid monthly on or before the first lesson of each month. Introductory lessons are billed as a single, one-time charge before any monthly invoices are issued. Payment can be made by credit, check, or cash, and processed online, in-person, or mailed to the address shown. A late fee of \$10 will be applied if payment is not received within one week after the due date listed.

Introductory Lesson: This studio operates as an independent private entity by application only, providing specialized training and instruction exclusively to both professional artists and student level clientele. Before a new student is taken on, an introductory lesson will be conducted to assess and determine overall expectations including practice requirements and lesson performance set by the studio. Appropriately following a positive assessment, student may then be offered a standard appointment time subject to availability.

Schedule: The studio's flow and function operates on a routine, weekly appointment basis to best serve the interests of all of its students. It is expected that lessons will be held at the same time each week unless an alternate time is requested and available for a specific week. Students need only commit to a month at a time and may discontinue before the next begins. On the 1st of each month, an invoice will be sent via email stating the total payment due. In maintaining schedule accuracy with associated teaching networks, performance organizations, and professional referral sources, invoices must be paid in full as detailed, on or before the listed due date; otherwise the studio's scheduling system will no longer hold the time as reserved, and it may potentially be scheduled over by another student from an affiliated source. Any applicable credits/adjustments will be applied to the following month's invoice. Additionally, the studio posts scheduled breaks and closings throughout the year to coincide with holidays, school releases, and vacation days. In all instances, invoices will be adjusted accordingly.

Absences: There is a strict 24 hour notice requirement regarding cancellations and missed appointments. This is non-negotiable and serves to protect fairness amongst the student/clientele base as a whole. Students that provide the proper notice of an absence have the option to either seek a make-up lesson before the end of the month or take a full credit minus \$8/30-minutes (Lesson Hold) to accommodate the student's absence. Variable absences are understandable, however please recognize that studio time and resources have already been allocated to each student's regularly scheduled lesson time whether the student is in attendance or not. Neither a make-up nor a credit can be provided if a lesson is cancelled less than 24 hours in advance as this prevents other students from fair opportunities to effectively schedule make-up lesson times. Due to the number of students/clientele the studio facilitates, we ask that you understand any make-up policy is an extension of courtesy on the studio's behalf, therefore frequently missed or cancelled lessons on a student's behalf may result in a temporary suspension and potential loss of his/her lesson time. Furthermore, student absences that exceed one third or more per annual quarter will not be issued Lesson Hold credits beyond this amount, and it is suggested to those needing to miss in excess of this that scheduling be discontinued until a more stable attendance record is possible.

IMPORTANT: Any missed appointments, cancellations, or requests to reschedule should be submitted online at www.JenniferBergViolin.com/absence-form. Because of the studio's schedule type (reserved appointments only) and setup with professional performance/teaching affiliations, this is the only way scheduling adjustments can be made. Correspondence of absence outside of this protocol (made by private email, txt message, voicemail, etc.) will be unable to be recorded.

Recitals: Recital participation is not mandatory but is encouraged! Recitals are free of charge and take place seasonally throughout the year. Recitals consist of a combination of students in violin and viola as well as voice, piano, and guitar collaborations with Nikk May: Vocal/Piano/Guitar Studio. The next recital will be:

August 3rd, 2019, 1:00pm and 3:00pm Farmington Hills Community Auditorium, 32737 West 12 Mile Rd, Farmington Hills 48334
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Competitions and Performance Events: Many of our students elect to compete through various district, regional, and national competitions. Such competitions have included organizations such as the American Guild of Music (AGM), Music Teachers National Association (MTNA), American String Teachers Association (ASTA), and the Michigan School Band and Orchestra Association (MSBOA). Student involvement with other notable organizations includes the Blue Lake Fine Arts Camp and chamber orchestra, the Detroit Metropolitan Youth Symphonies (DMYS), and the Detroit Civic Youth Ensembles (CYE). Students are also supported in ensemble auditions and perform regularly on local stages.

Media Disclaimer: Personal videos, photos, and/or media recordings of any kind are strictly prohibited from being taken on-site. This serves to protect the privacy interests of the studio as well as those of the general clientele including artists, songwriters, recognized performers, and any copyright claims against pre-release of original work and/or performance material. All recitals, student concerts, and public venue performances may be freely recorded unless otherwise noted.

Student Materials: The studio will provide binders, organizers, notebooks, and general sheet music to each student. Please remember to bring all necessary music and instrument materials each week to the lesson.

Lesson Attendance: Please plan to arrive at least 5 minutes ahead of time to be ready at the start of the lesson. We offer a guest lounge area with complimentary coffee, tea, magazines, and other reading material for students and families to enjoy while they wait and relax as lessons are being conducted. We also have a beautiful commons area complete with a park, play equipment, and freshly paved walking paths around the community.

Acknowledgement: Please sign and date below confirming that you agree to the terms and conditions outlined in this studio policy. Thank you, and we look forward to seeing you in the studio!

Name (Printed): _____

Name (Signature): _____

Date: _____

Email: info@JenniferBergViolin.com

Phone: 952-454-3642

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