

**LESSON POLICY**  
**For VIOLIN students of Julianne Klopotic**

**LESSON COMMITMENT**

Parents and students alike should be prepared to commit to lessons for the period of one year. Though this commitment is not mandatory it is important to understand that consistent lessons/practice are needed to develop the fine motor skills required to play the violin.

**LESSONS WEEKLY**

Lessons meet once, same day and time, each week.

**PAYMENT/MONTHLY**

Payment is due the last lesson of each month for the following month. If there is to be a missed lesson, then payment arrangements should be made prior to the first lesson of the following month.

**PAYMENT/SEMESTER**

You can choose to pay by the semester. Payments are then due per lesson season. Please see website or contact me directly for payment arrangements that include scheduling and duration of lesson.

**REGULAR LESSON SCHEDULE**

Lessons will be at the same day and time each week unless it is discussed otherwise. It is the parents and students responsibility to make their scheduled time each week.

**Make-Up Lessons**

If for any reason, especially due to performances, I am unable to make a regularly scheduled time, you will be notified in advance. This lesson will be rescheduled or extra time will be given in extended lessons and the lesson time will be made up.

**Missed Lessons**

Any lesson missed due to illness needs to be called in to cell phone #646.739.9218 at least 24hrs in advance. There will be a 5-day grace period for this to be made up, if it is at all possible. It is the responsibility of the student or parent to contact me during this time for the make-up. If this is not done or there is less than 24hrs notice given, the lesson will be considered a missed lesson and regular payment is expected. Not practicing is not considered a reason for a canceled lesson.

**Lesson Deposit for Monthly Tuition Students Only~**

A 4-week or one month lesson deposit is required of all students registering for the monthly payment option. In this way at least one months notice needs to be given if it is decided that the student will not continue their studies. Any immediate termination in the lessons will result in the forfeiting of the lesson deposit and any outstanding lessons that have been scheduled for the following month (i.e. I require a one month cancellation notification.) The deposit will be used towards any missed or unpaid lessons and/or the completion of studies. No refunds on deposits or lessons will be given.

**Lesson Registration**

All newly registering students are required to complete the registration form and pay a onetime registration fee. THE LESSON POLICY and REGISTRATION forms need to be completed signed and sent prior to the first scheduled lesson with accompanying TUITION and one time REGISTRATION FEE.

**Financial Need**

If there are special financial circumstances or arrangements that need to be discussed that would otherwise prevent you or your child from registering for lessons, please contact me via e-mail.

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(Signature of student/parent)

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(Signature of teacher)

Print, sign and date that you understand and will adhere to the above guidelines.

Please send this with REGISTRATION (download from website) and Tuition prior to the first scheduled lesson.

Julianne Klopotic  
VIOLIN