



From the Studio of

Brigitte R. DeHaven

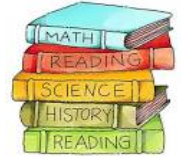
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2024-2025 Studio Policies

TUITION RATES (In-Person and Online) & PAYMENTS	
PIANO & VOICE LESSONS	\$30 for 30 minutes. \$45 for 45 minutes. \$55 per hour. A non-refundable \$50 Annual fee will be included in the first bill. You may need to purchase some study materials.
TUTORING	\$55 per hour. Math. Language Arts. Other subjects. Test Preparation. All grades. You may need to purchase some study materials.
COACHING	\$55 per hour. Audition Preparation. Voice Coaching. Spoken Word.
BILLING	<ul style="list-style-type: none"> • Each month has a fixed monthly payment, except the first month. • The first month's payment is due prior to the first lesson. • Subsequent monthly payments are due on the last lesson day of the current month. • Any adjustments will be made in the following month. • You will receive a text message reminder from me before the due date.
PAYMENTS	<ul style="list-style-type: none"> • Bills must be paid in full by Cash/PayPal/Venmo/CashApp/Check. • PayPal: https://paypal.me/brigittehaven • Venmo: https://www.venmo.com/u/Brigitte-DeHaven • CashApp: https://cash.app/\$BrigitteDeHaven • Avoid transaction fees. Specify "Sending to a friend" in PayPal. Do not "Turn on for purchases" in Venmo. Any transaction fees incurred will be added to your next bill.

PAYMENT SCHEDULE (SAMPLE)				
STUDENT NAME	VOICE 34 lessons @ \$45= \$1,530 \$50 Annual fee included in 1st month's bill			
MONTH	MONDAY 6:45-7:30 pm	#	BILL	DUE
Sept '24	23, 30	2	\$215	9/23
Oct '24	7, 14, 21, 28	4	\$195	10/7
Nov '24	4, 11, 18, 25	4	\$195	10/28
Dec '24	2, 9, 16	3	\$195	11/25
Jan '25	6, 13, 20, 27	4	\$195	12/16
Feb '25	3, 10, 17, 24	4	\$195	1/27
Mar '25	3, 10, 17, 24, 31	5	\$195	2/24
Apr '25	7, 14, 21, 28	4	\$195	3/31
May '25	5, 12, 19, 29(Th)	4	\$0	
TOTALS		34	\$1,580	

KEY DATES	
ACADEMIC YEAR	22 September 2024 - 31 May 2025 There may be a few online-only lessons in January.
SUMMER SESSION	15 June - 13 August 2025 Make your own schedule! Please let me know by 15 May 2025 your schedule for summer lessons. Study year-round to achieve mastery into the next level, gain more confidence, retain learned skills, and build on acquired knowledge. You will have 1-2 payments depending on the number of lessons.
HOLIDAYS	No Lessons/Tutoring/Coaching <ul style="list-style-type: none"> • Thanksgiving Eve: Wednesday, 27 November 2024 • Winter Break: Thursday, 19 December 2024 - Saturday, 4 January 2025 Rescheduled Memorial Day Monday, 26 May 2025 to Thursday, 29 May 2025.
SENIOR RECITAL	Thursday, 3 April 2025 , 6:30 pm. Formal attire. You must let me know by 1 March 2025 if the student will not be participating.
SPRING CONCERT	Thursday, 22 May 2025 , 6:30 pm. Formal attire or approved costume. You must let me know by 1 April 2025 if the student will not be participating.

MISSED AND DISCONTINUING LESSONS	
MISSED LESSONS (In-Person or Online)	<ul style="list-style-type: none"> • For in-person lessons, rescheduling to an online lesson is the best option. • If you need to reschedule a lesson you must text (<i>preferred</i>) at least 3 hours prior to the lesson. The lesson will be forfeited if we cannot reschedule in 2 weeks. • No-show lessons will be forfeited. 15 minutes late without notice is considered no show. • If I cancel a lesson, I will reschedule the lesson within 2 weeks. If you cannot reschedule the lesson in 2 weeks, the lesson will be forfeited. If I cannot reschedule the lesson, the lesson will be credited to you in the next month's bill. Online is preferred for makeups. • For any reason, if I am unable to do in-person lessons for several weeks, I will notify you asap and schedule online lessons. After trying at least two online lessons, if the student and I determine that the lessons are not satisfactory, the remaining lessons will be credited to you in the next month's bill.
INCLEMENT WEATHER	I do not follow local schools' inclement weather policy. For everyone's safety, you and I will touch base by text or phone before noon and remain in contact to assess road conditions or in case of an emergency. If it is unsafe for you to get to your lesson location or if I cannot get to Macedonia UMChurch, the lesson will be done online.
TERMINATION NOTICE	<ul style="list-style-type: none"> • Advance notice of one FULL month is required if you are terminating lessons. • Without the one-month notice, you will be responsible for the next month's bill amount, and you are welcome to have online lessons during the notice period.

STUDENT'S RESPONSIBILITIES	
LESSON TIME	<ul style="list-style-type: none"> • Students are expected to attend lessons as scheduled. • Students must bring their study materials to each lesson. Without their study materials, we will lose lesson time. • Voice students must bring a music recording device with available storage space. • Students should arrive 5 minutes prior to lesson time and must be picked up promptly at the end of the lesson. • The student should come into the teaching room independently unless the student needs emotional support from a family member.

	<ul style="list-style-type: none"> • Please do not disturb the lesson in progress. • Macedonia UMChurch classroom: You may wait quietly in the room across from the classroom or in the fellowship hall area. The church materials and furniture must be left undisturbed. Bring your own materials and leave the space as you found it.
AT HOME	<ul style="list-style-type: none"> • Practice assignments will be appropriate to the student's age and study level. • Regular and reasonable home practice will determine the student's growth and progress.
COLLABORATIONS	<ul style="list-style-type: none"> • Music students often collaborate for experience and performance. • Extra rehearsal time will be scheduled for collaborations. • Rehearsal time is particularly crucial two months prior to performances.

OTHER INFORMATION	
HEALTH & SAFETY	<ul style="list-style-type: none"> • Piano students must sanitize/wash their hands before lessons. • For contagious health conditions (e.g. flu, head lice, Covid19, monkeypox, etc.) please follow school systems/government guidelines. • If the student has had the Covid19 or been exposed to it, we will switch to online lessons until tested negative for the virus.
PARKING	<p>Lake Holiday: Off the road or at the top of my driveway. Please leave room for others.</p> <p>Macedonia UMChurch: Lower level parking lot on the left side of the church.</p>
PHOTOGRAPHS & VIDEOS	Photographs and videos of students may be used on my studio's website, social media sites, or promotional materials. Students will not be identified by name. Please let me know if you do not want the student's image(s) to be used.

YOUR INPUT
<p>Anything you would like me to know about the student? The student's personality, learning style, special needs (educational, physical, emotional), special interests, talents, etc. Send me an email if you need more space.</p>

I have read, understand, and agree to comply with the policies set forth above.

If the student(s) **will not be participating**, I will inform Brigitte by

- 1 March 2025** for the Senior Recital on 3 April 2025
- 1 April 2025** for the Spring Concert on 22 May 2025

Student:

Adult Signature: _____ Date: _____