

Ina Strings Studio Violin and Viola Lessons Studio Policy

Ina Strings Studio provides private instruction in violin and viola during spring, summer, and fall semesters.

Lesson Locations

- Lessons take place online at this time.

Lesson Scheduling

- Lessons take place weekly at the same day and time each week.

Studio Etiquette

- Please be on time for your lesson. You may log on early to the online session; I will join the lesson promptly at the start of the scheduled time.
- The lesson will finish at the scheduled time, regardless of whether you arrive late.
- Tune your instrument before the lesson begins, so that it does not take up time during the lesson.
- Hands must be washed and fingernails kept trimmed.
- During the lesson, please set all electronic devices to silent and put them away. Texting, using social media, or receiving calls during lessons are distracting and minimize the lesson's effectiveness.
- I may record portions of lessons for you to use as practice videos between lessons. These practice videos are for your personal use only, and should not be shared or posted online. If you prefer not to have recordings made, please let me know.

Student Responsibilities

- Students must be prepared for each lesson.
- Please commit to practicing every day. The lesson is important for learning what to practice; the actual learning takes place during practice time. This is why practicing daily is critical for development and motivation. Studies prove that it is better to practice even a little every day rather than doing just one or two long practices a week.

Parent Responsibilities

- If a child is under 10 years old, parents are required to sit in each lesson and to be active in the student's home practice sessions.
- It's important to encourage your child to practice regularly. A student's progress is directly proportionate to the parents' commitment and involvement.

Teacher Responsibilities

- I will provide lessons tailored to the needs of the student.
- If I must cancel a lesson (due to illness, professional performance engagements, personal emergency, etc.), I will reschedule the lesson to best accommodate everyone's schedule (teacher, parent & student). If rescheduling isn't possible, the student will receive a credit toward the next month's tuition.

Missed Lessons

- If a student cancels or does not attend a scheduled lesson, there are no refunds, credits, or make-up sessions. Though regrettable, this policy is common with teachers nationwide and is necessary given the constraints of scheduling and other students' lesson times.
- I do allow one make-up lesson per semester. **At least 24 hours advance notice prior to the lesson time is required.**

Fees

- By signing up, students agree to attend lessons for the full semester.
- Tuition for the semester is paid on a monthly basis.
 - Tuition for the first month is due upon signing up for the semester.
- Payment is due by the 5th day of each month. Invoices are emailed no later than 7 days before the beginning of the month.
 - A \$10 late fee applies if tuition is received after the first lesson of the month.
- Payments may be made by check (payable to **Ina Georgieva**) or Venmo (**ina.musicteacher@gmail.com**).
 - A \$25 insufficient funds fee applies to returned checks.

Communication and Conferences

- Open communication is strongly encouraged and appreciated between the student, parent, and teacher. If you ever have any questions or concerns, don't hesitate to let me know.
 - For parents with a child taking lessons, please email me (**ina.musicteacher@gmail.com**). I will respond promptly by email or phone, as appropriate. It is not advisable to raise concerns in front of your child, especially during a lesson.
- Parent/teacher conferences may be held in lieu of a lesson, or as part of a lesson, at any time during the semester. This is an opportunity for both the parent and teacher to communicate their respective visions for the student and discuss progress toward achieving this vision.

By signing this policy, I acknowledge that I have read and agree to the Ina Strings Studio policy terms.

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Student or Parent/Guardian* (print name)		Ina Georgieva	
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Ina Strings Studio			
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Signature	Date	Signature	Date

**A parent or guardian is required to sign for students under 18 years of age.*

Student Profile

This information will be kept confidential and will be used only for contact, scheduling, and billing purposes.

Student

Name: _____

Age: _____ Instrument: _____

Grade: _____ School: _____

During the school year, do you plan to take part in any of the following? (Select all that apply)

WYSO Auditions Solo & Ensemble Federation Festival College Auditions

Other (please specify) _____

Please list any other music activities or programs in which you participate (orchestra, WYSO, chamber music, etc):

Lessons

Preferred day / time: _____

Preferred duration: 30 min 45 min 60 min

Experience (number of years playing): _____

Transfer student? List previous teacher: _____

Contact Information

Parent / Guardian Name: _____

Phone (home): _____ Phone (mobile): _____

Email: _____

Address: _____

Additional Notes

