

**Piano Studio Policies**  
**From the Studio of Jacie Glenn**  
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**Welcome to my studio!** My piano studio is where musical potential meets personal passion—an environment where each student is seen, heard, and empowered to grow both as a musician and as an individual. Thank you for letting me be a part of your student's musical journey. I look forward to working with you and your family.

### **Tuition**

Tuition is structured on a semester basis, reflecting the teaching weeks and sessions outlined in the Piano Semester Schedule. Full tuition is due by the first week of each semester (September 2 for Fall, January 5 for Winter/Spring, June 1 for Summer).

Payments should be made **preferably by check payable to Jacie Lee Glenn** or via Venmo to (@Jacie\_Glenn). A \$10 late fee per student applies if payment is received after the 10th of the starting month (September 10, January 10, June 10).

**A registration fee per student is paid each semester: \$10 for Fall, \$10 for Winter/Spring, and \$5 for Summer.** This fee will be added for each semester and covers recital venue expenses, copies, awards, and supplies used on behalf of your student for the semester. There are no refunds on registration fees. Students wishing to begin lessons after the start of a semester will have a prorated tuition payment.

### **Semester Tuition**

#### **Fall Semester:**

- 30 min lessons \$610 - suggested for young beginners ages 5-7
- 45 min lessons \$735 - preferred lesson length for most students

#### **Winter/Spring Semester:**

- 30 min lessons \$810
- 45 min lessons \$975

#### **Summer Semester:**

- 30 min lessons \$490
- 45 min lessons \$585

A monthly payment plan is available upon request for families unable to pay semesterly. Tuition is divided into equal monthly installments over the semester duration:

- 30 min lessons \$162/month
- 45 minute lessons \$195/month

## Lessons

Each student will be scheduled for weekly lessons and one masterclass each month. Private lessons are not given during masterclass week. Please be prompt to bring (not more than 5 minutes earlier than scheduled time) and pick up students (not more than 5 minutes later than the scheduled time).

## Masterclasses

Masterclasses are held one week of each month. No private lessons are given during this week with the exception of makeup lessons. Please arrive on time and plan to stay the entire length of the class. No makeup lessons will be given for missed masterclasses. Masterclasses are generally 60 minutes long but may vary according to the age and number of students attending the class. Performance, theory, technique, ear training, and music history will be the focus of most masterclasses.

All lesson materials should be brought to masterclass including the lesson notebook, manuscript paper, and all music. Students will be scheduled to participate in a masterclass with students around the same age. The schedule will be emailed by the weekend before masterclass week. If a student cannot attend their assigned masterclass, a second option is usually available if you let me know shortly after the schedule comes out.

## AIM Exams (MTNA Achievement in Music)

After one year of piano instruction, students are encouraged to participate in AIM events throughout the year. It is not required. There are six areas of music focus students will have the opportunity to refine: Performance, Technique, Keyboard Skills, Theory, Ear Training, and Music Listening. Students receive a medal and certificate after completing each level through 10 levels. Students who complete levels 7-10 are awarded a plaque at the Utah Music Teachers Association State Conference in November. Students who choose to participate in AIM develop strong musicianship skills and a sense of community.

- Registration Due Nov. 1 – \$35
- Performance Evaluations – end of February
- Technique & Keyboard Skills – end of January
- Theory, Ear Training, and Music Listening – completed in my studio between Nov–March.

## Missed Lessons & Makeups

Commitment to scheduled lessons must be given priority. If a lesson needs to be rescheduled, please let me know at least one week in advance. **Lessons missed with less than 24 hours notice will not be eligible for a makeup lesson.** In the rare event that illness or other emergencies (non extracurricular) arise, I do offer makeup lessons during masterclass week. Online lessons are also available for students who are feeling too ill to come for in-person lessons. **I do not offer makeup lessons for missed makeup lessons or masterclasses.**

## **Sickness or Extreme Weather**

If anyone in your family is exhibiting symptoms of illness, extreme coughing, vomiting or fever, PLEASE STAY HOME! If in doubt of sickness, please wear a mask to lessons.

Although not preferred, online lessons are available, as needed with advanced notice, to accommodate restrictions, or health/safety concerns.

## **Student Etiquette**

Student behavior during lessons should always enhance musical progress and learning.

Students should be prepared with their music ready, fingernails trimmed, hands washed, and a happy attitude for their lesson.

## **Parent Support**

Parents are encouraged to attend their student's lessons if the student is younger than 8 years old or if the parent has little to no music instruction. When attending a lesson please do not bring other children with you or talk on the phone. Students often need parental support at home to help facilitate practicing. Practice requirements will be specified in their notebook. Please communicate any concerns promptly and respectfully.

## **Practice Requirements**

Students are expected to practice their weekly lessons regularly at home. Parental support and supervision is necessary for your student's success. In the event that your student becomes consistently delinquent in practicing, I will contact the parents to determine a practice plan and reevaluate goals. Here are some guidelines for minimum practice times:

- New Beginner (up to 6 months of study): 15-20 minutes / 5 days a week
- Beginner (up to 2 years of study): 20-30 minutes / 5 days a week
- Early Intermediate (2-4 years of study): 30-45 minutes / 5-6 days a week
- Late Intermediate (4-6 years of study): 45-60 minutes / 5-6 days a week
- Advanced (6+ years of study): 60+ minutes / 5-6 days a week

## **Recitals**

There are 2 recitals a year: Spring and Christmas. Recitals require months of preparation. If possible, I give 6-month notice to parents with the date of the next recital. Please make recitals a priority in your schedule. It is not required that students perform in recitals, but highly encouraged. Performing is a great opportunity for students to develop confidence in their musical abilities and self-presentation. If students are absolutely unwilling to perform in a recital, they are still expected to attend recitals. Please plan to stay the whole duration of recitals. No talking or whispering during performances. Enter and leave only between performances. No candy or food is allowed in recital halls.

## **Discontinuing Lessons**

Please give me 30 days or 1-month advanced notice of intent to leave the studio. This courtesy allows me the opportunity to properly transition your student, and to adequately say goodbye. 30 days' notice also allows me the opportunity to fill your students slot without interruption.