

Narloch Piano Studio  
4636 N Francisco Ave  
Chicago, IL 60625

(262) 565-8896  
narlochpiano.com

## Contract for Piano Lessons

Parent/guardian name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student's name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

Student's name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

### Studio Policies:

#### Practicing:

All students are encouraged to practice on a daily basis. The amount of practice time may vary based on age, and that may be discussed with me. The practice chart helps students keep track of their practicing habits, and the sticker chart on display is used to encourage children to meet their goals.

#### Performances:

There are four annual recitals: The Halloween recital, the Holiday recital, a Spring recital, and a Summer recital. I encourage all students to perform as much as they can.

#### Billing:

Payments are due in full by the first lesson of each month. If the payment is not received by the 15<sup>th</sup> day of the month, the late fee is \$10. I accept credit cards, checks, Venmo, Zelle®, or cash. If using credit or debit, there is a small additional fee of 3.5% + \$0.15. This is the fee that is charged to me to use this service. Please make checks payable to "Narloch Piano Studio." All fees paid are non-refundable.

### Make-up Lessons:

The amount due will be the same each month, even though some months have five weeks instead of four. If a lesson is taken on the fifth week, that fifth lesson can be a make-up lesson for a previously missed lesson, or it can be a credited lesson for a lesson that will be missed in the future. Usually I will plan vacation days in advance so that the months average four lessons.

There will be absolutely no refunds if a student misses a lesson, regardless of the situation. I will do my best to accommodate requests to reschedule, but I cannot guarantee a rescheduling. Make-ups must be completed within four weeks of missed lesson. Make-ups are not granted for no-shows, so you must let me know that you will miss a lesson in advance to receive a make-up. Once a make-up lesson is scheduled, it cannot be rescheduled again. If the student is sick, please try to reschedule the lesson.

### Summer Policy:

To save your time slot for the fall, the student must take at least four lessons over the course of the summer (June through August). If that isn't possible, there is a \$70 non-refundable deposit per student to save your fall time slot.

### Fees:

- \$140/ month for 30-minute weekly lessons
- \$210/ month for 45-minute weekly lessons
- \$280/ month for 60-minute weekly lessons
- Recitals: \$10 per student per recital. Families with multiple students are \$10 for the first child and only \$5 for each additional child. Virtual recitals are free.
- If music books are bought by the teacher, the cost of the music will be added to the lesson fees.

### Disclaimers:

- Returned checks will result in a fee that ranges from \$10 to \$30. Personal checks will no longer be accepted if two checks are returned consecutively.
- Narloch Piano Studio is not responsible for any bodily injuries or sickness at the studio or for any personal belongings that are left at the studio.
- I agree to allow Narloch Piano Studio to take photographs, videos, and/or recordings of me or my child during lessons, recitals, or other events for archival purposes and for promotional use that may also be displayed on the website.

I have read and will comply with the above studio policies.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_