

ASHTON'S MUSICAL MINDS

Professional Studio Policy & Enrollment Agreement

ABOUT THE INSTRUCTOR

Music has always been a foundational element of my household. Raised by musicians, I was inspired to study piano beginning at age eight, eventually teaching myself guitar and violin. My background includes performance within auditioned school orchestras, collaborative ensembles, and academic training in Orchestral Performance and Theory at Snow College. I have actively accompanied Solo & Ensemble festivals, choirs, and theatrical productions. Providing full-time piano instruction since 2021, my pedagogical philosophy centers on tailoring technical growth, music theory, and creative styling (arranging, composing, sheet music, or ear training) to match the distinct learning profile and personality of each student.

1. STUDENT & PATRON EXPECTATIONS

- **Practice Requirements:** Daily practice is strictly encouraged to maintain technical progression. Practice regimens (timed or repetition-based) and tracking mechanisms (charts/stickers) should be tailored to the student's age and developmental needs.
- **Performance Recitals:** The studio hosts two (2) annual recitals: an Autumn/Holiday Showcase (Halloween or Christmas) and a Spring/Summer Showcase. Student participation is strongly encouraged. A nominal recital fee may be assessed per event to offset facility and administrative expenses.
- **Required Materials:** Patrons bear sole financial responsibility for sourcing required instructional method books, specialized sheet music not available via public domain, and one (1) dedicated assignment notebook per student. Sourcing specialized digital software or applications may be mandatory depending on student tier.
- **Household Supervision:** For in-home instructional sessions, a parent, legal guardian, or responsible adult supervisor must remain present on the household premises for the entire duration of the lesson.

2. GENERAL ATTENDANCE & CANCELLATION TERMS

- **Standard Absences:** Planned student absences must be submitted to the Instructor with a minimum of two (2) weeks' formal notice to guarantee administrative adjustments.
- **Late Cancellations:** Notice of cancellation provided less than twenty-four (24) hours prior to the scheduled session forfeits the session fee. The full lesson rate will be due, and a makeup session is strictly subject to Instructor availability and not guaranteed.
- **No-Show Clause:** If a student is absent without notice at the scheduled lesson hour, the session is billed at the full rate. Upon the third consecutive or aggregate no-show occurrence, this contract may be terminated immediately at the Instructor's sole discretion.

3. OVERVIEW OF SEASONAL POLICIES (PER-STUDENT BASIS)

To preserve structural continuity and studio financial stability, specific attendance minimums and reservation structures apply during peak seasonal blocks. Detailed tracking selection documents are distributed separately to active patrons in advance of each term. By signing this agreement, patrons recognize and agree to the following frameworks:

A. Summer Term Framework (June through August): To retain a guaranteed calendar allocation for the incoming Fall academic term, each enrolled student must either participate in the *Summer Flex Package* (requiring a minimum of five in-person lessons over the summer) or tender a non-refundable *Slot Reservation Fee* (\$70.00 per month, per student) for July and August. Formal track selection sheets are issued annually in **January** and must be completed and returned within the specified timeframe. Failure to participate in a designated track results in the immediate forfeiture of the student's reserved slot.

B. Winter Term Framework (December): December operates under a strict, non-negotiable *Flat-Month Commitment Rule*. Tuition is invoiced as a fixed block of three (3) lessons per enrolled student, due at the initial session of the month. No pro-rated credits or refunds are distributed for holiday travel. Missed in-person sessions may be recovered via an extended 60-minute double-up lesson, strictly subject to the Instructor's calendar availability.

4. FINANCIAL, PAYMENT, & BILLING STRUCTURE

- **Invoicing & Due Dates:** Statements are rendered at the close of each calendar month. Tuition payments are due and will be automatically processed in full by the **5th calendar day of each month**, and a transaction receipt will be provided via email or text.
- **Credit Card on File Mandatory Requirement:** All accounts are required to maintain a valid credit or debit card securely stored on file for automated monthly billing. Alternative payment arrangements (such as Venmo, PayPal, Cash, or Check drawn to *Ashton's Musical Minds*) must be explicitly discussed and approved by the Instructor prior to the billing cycle.
- **Processing Fees:** For credit/debit card payments, patrons are required to cover all associated payment processing fees, which will be appended directly to the monthly invoice.
- **Delinquency & Suspensions:** If an account payment fails or remains uncollected past the 15th calendar day of the billing cycle, instructional services will be immediately suspended until the account balance is made completely current.
- **Late Penalties & Collections:** Accounts remaining delinquent past the final day of the billing cycle will be penalized with an additional **\$20.00 late fee per month**, compounding for a maximum duration of three (3) consecutive months. Balances left unpaid after ninety (90) days of delinquency will be permanently terminated and remitted to a third-party collection agency.
- **Amendments:** The Instructor retains the absolute right to amend, modify, or rewrite structural policies, operational rules, and terms of service to safeguard business health or augment pedagogical performance. Patrons will receive prior notification of structural adjustments.

5. FEE SCHEDULE & EXECUTION MATRIX

Primary Account Patron:		Total Enrolled Students:	
Enrolled Student Name(s):			
Base Instructional Rate:	\$35.00 per 30-minute session (Assessed individually per student slot)		
Travel & Mileage Fee:	\$0.72 per mile driven (Calculated flat per household round-trip travel day)		

By executing their signatures below, the parties legally manifest their complete understanding, validation, and binding acceptance of all general terms, structural fee matrix requirements, late delinquency clauses, and seasonal frameworks defined herein.

Authorized Parent / Guardian / Patron Signature

Date

Ashton David, Proprietor / Instructor

Date

STUDIO CONTACT INFORMATION

Email: ashtonsmusicalminds@gmail.com

Phone: 385-888-2599

PIANO STUDIO POLICY AGREEMENT

Seasonal Attendance & Scheduling Addendum

This document serves as an official agreement between the Instructor and the undersigned client regarding scheduling and tuition policies for the Summer and Winter terms. Because specific lesson times are reserved exclusively for your student each week, these policies ensure studio stability and clear expectations during peak holiday travel periods.

Student Name:	Parent/Guardian:
Standard Lesson Rate:	\$35.00 per 30-minute lesson
Travel & Mileage Fee:	\$0.72 per mile (calculated per round-trip travel day)

1. Summer Policy (June, July, & August)

To balance family travel schedules with consistent musical progress, clients must select one of the following scheduling tracks for the summer months. Important: Summer payment obligations apply per student, not per household. Please indicate your selection by checking the appropriate box:

☐ **Track A: The Summer Flex Package**

The student commits to a minimum of **five (5) in-person lessons** over the course of June, July, and August. These lessons can be scheduled flexibly to accommodate vacations (e.g., concentrated in June, or spaced bi-weekly). Tuition and standard mileage fees are billed only for the weeks lessons are actively received.

☐ **Track B: The Slot Reservation Fee**

If the student is taking the entire summer off or cannot commit to the 5-lesson minimum, a flat **Slot Reservation Fee of \$70.00 per month** will be assessed for July and August. This fee does not apply toward future lessons; it strictly secures your student's specific, dedicated day and time on the Fall schedule. No travel or mileage fees are charged during months with zero lessons.

Note: Families choosing not to select Track A or pay the reservation fee in Track B will forfeit their guaranteed slot for the Fall semester, and must re-enroll subject to remaining availability.

2. Winter / Christmas Policy (December)

December is a condensed, high-demand month. To maintain institutional continuity, December operates on a **Flat-Month Commitment** rule:

- **Flat Tuition Billing:** December is automatically billed as a flat **three (3) lesson month**. Full tuition (\$105.00 plus three weeks of applicable mileage fees) is due at the first scheduled lesson of the month.
- **Absences & Travel:** Because lessons are reserved in-person, if a family misses a scheduled week due to holiday travel or events, **no refunds, tuition credits, or deductions will be issued**.
- **Makeup Alternative (The Double-Up):** To ensure value is not lost, a missed lesson due to holiday travel may be resolved by scheduling a **60-minute double-up lesson** during the week immediately prior to or immediately following the trip, strictly subject to the Instructor's schedule availability. If a mutually open time cannot be found, the lesson is forfeited.

3. Acknowledgement and Agreement

By signing below, the parent/guardian acknowledges that they understand and agree to adhere to the summer tracking options and the flat-month December billing structure. Changes to the selected summer track must be submitted in writing prior to May 15th.

Parent / Guardian Signature

Date

Instructor Signature

Date