

2025 - 2026 STUDIO POLICY: ADULTS

Please thoroughly review the Studio Policy to ensure a clear and up-to-date understanding of all the policies before the new term begins.

The Studio Policy outlines the essential rules and expectations that Heather has for each student that she instructs, and the terms are designed to create a professional, respectful, and well-organized environment for everyone.

The Policy is also an important component of the student's registration contract with the Studio. Honoring the Policy ensures smooth operations for the benefit of students and the teacher. While it's understood that unexpected situations may occasionally arise, Heather kindly requests your cooperation in upholding and respecting these standards. If there are ever any questions or you need clarification regarding the policy, she is always happy to talk.

In the event that the Studio Policy is not consistently upheld by a student, Heather may need to reassess the student's continued participation, which could involve a pause or suspension of lessons. In such cases, any tuition or fees already paid will be non-refundable.

Please submit a signed copy of the final page to confirm your agreement with this Policy.

REGISTRATION, TUITION & PAYMENT

There are two terms per year, and students register for each term separately:

Full Term: September-June

Summer Term: June-August

FULL TERM REGISTRATION

Students may have the option of weekly lessons, every other week, once a month, or a customized schedule.

FULL TERM TUITION

There is an **annual \$55 registration fee**, applied once per Full Term.

Weekly Lesson Tuition Includes 32 lessons for the Full Term of 10 months.

Tuition is calculated for the entire term, and billed as 10 equal monthly installments.

Monthly payments are always **due before or by the 1st** of each month.

45 min. lesson = \$2,816 Full Term = \$281.60 / month x 10 installments

60 min. lesson = \$3,104 Full Term = \$310.40 / month x 10 installments

90 min. lesson = \$3,904 Full Term = \$390.40 / month x 10 installments

Every Other Week, or Once a Month Lessons

Customized schedule and tuition payment plan based on the **Individual Lesson Rates**. Once the total number of lessons are determined, students will receive a payment plan for the term.

SUMMER TERM REGISTRATION

The number of lessons each month are flexible, and determined on an individual basis.

Tuition is calculated with the **Individual Lesson Rate**, and payment for the total Summer Term is due before or by July 1st.

INDIVIDUAL LESSON RATES

45 min: \$88/lesson **60 min:** \$97/lesson **90 min:** \$122/lesson

PAYMENT

Monthly tuition is always due in full before or by the 1st of each month. NO exceptions.

Payment methods: ONLINE ONLY via PayPal, Venmo, or ApplePay.

Late tuition payments will be charged a \$10.00 late fee if not received by the close of the due date. Tuition that is late by 7 days or more will be charged an additional \$15 late fee. After 7 days, if payment has not been received, the student's place in the studio will be suspended, and lessons cannot resume until the balance plus the late fee is paid in full.

Lessons are non-refundable. Several make-up weeks are reserved at the end of the Full Term for Heather to schedule make-up lessons for any excused absences. Please observe the guidelines under **Attendance** (next section).

WITHDRAWING REGISTRATION

Should a student choose to end lessons for any reason, the Studio requires written notice of withdrawal at least one month in advance.

Full tuition must be paid for the month in which withdrawal is made. All makeup lessons are forfeit once a student has withdrawn.

Tuition already paid is non-refundable; exceptions to this are solely at Heather's discretion.

ATTENDANCE

ABSENCES & CANCELLATIONS

Excused Absences are eligible for a makeup lesson; limited to ONLY TWO per Full Term. Notification of an absence is required, whether or not the absence will be excused. No tuition refunds or credits for unexcused absences.

✓ A lesson will be marked **EXCUSED** if:

- 24 hours advanced notice is given, **AND** it is within the two excused absences of the term.
- Cancellation or absence is due to sudden illness or a serious personal emergency (less than 24 hours notice), **AND** if it is within the two allowed absences of the term. Exceptions to this may be made at Heather's discretion.

✗ A lesson will be marked **UNEXCUSED** if:

- Less than 24 hours notice is given for the absence.
- No notice is given.
- The student has already received the two allowed excused absences for the term.

⚠ **COVID-19 / HEALTH NOTICE:**

✓ Please read & follow all the [STUDIO HEALTH GUIDELINES](#) (see page 4).

✓ N95 or KN95 MASKS must be worn inside at all times.

✓ Student **AND** family must be SYMPTOM FREE to attend an in-person lesson.

⊘ **DO NOT COME** to a lesson if you have been sick with any illness or had any symptoms within the past 5-7 days.

SNOW DAYS

All Snow Day lessons will take place via Zoom or Recorded Video. In the event of severe weather, Heather will notify you if in person lessons will be held online.

ONLINE + RECORDED VIDEO LESSONS

If a student cannot attend their scheduled lesson time proper advance notice is given, the lesson may be held in one of the following methods:

- 1) A live **Zoom** lesson, at the regular scheduled lesson time.
 - 2) A **recorded video lesson**: **ADVANCE NOTICE**, minimum 24 hours before. Videos submitted by the student in advance; instruction & video response created by Heather during the regular scheduled lesson time.
 - 3) Swap with an alternate, available cancelled lesson spot. **ADVANCE NOTICE**: minimum 24 hours before.
- ✓ Your option must be selected and agreed upon with Heather **prior to** the scheduled lesson time. If you don't select any of the options provided, or arrangements are not fulfilled in time, then the standard policy for Excused & Unexcused absences still applies. If a Zoom, recorded video lesson, or swap lesson is cancelled or missed, then the lesson will be marked Unexcused.

MAKE-UP LESSONS

- Students are allowed **only TWO excused absences** during the **Full Term** for which make-ups will be given.
- **Make-up weeks are reserved in June** at the end of the Full Term for scheduling make-up lessons.
- All lessons cancelled by Heather will received a make-up lesson.
- Unexcused absences are NOT eligible for make-up lessons.
- There are no additional make-up lessons for missed or cancelled make-ups.
- If all attempts made to schedule make-up lessons have been unaccepted, and/or the student doesn't agree to a make-up schedule by the end of the Full Term, or student is absent during the reserved June makeup weeks, then any remaining make-up lessons will be forfeited.
- There are no make-ups or refunds for lessons missed during Summer Term.

STUDIO HEALTH GUIDELINES

Updated: April 2025

Covid-19 virus transmission levels continue to fluctuate and surge throughout the year. Indoor small environments with close-contact require safer protocols to ensure our mutual safety.

**Because my studio is also my home and not a public venue,
I ask that you respect my safety requests that are in place to lower the risk of exposure
to me and my family as well members of the studio.**

1. **N95 or KN95 MASKS must be worn inside at all times.**

- › Multiple public health organizations continue to recommended **wearing masks as one of the best ways to minimize contracting and spreading Covid-19, and other illnesses.** If a student has an adverse issue with wearing a mask during the lesson, please talk with me to discuss options.

2. **STUDENT & family must be SYMPTOM FREE to attend an in-person lesson.**

✗ DO NOT COME to a lesson if you have been sick or had **ANY** symptoms within the **past 7 days, including:**

- › Runny nose or Congestion
- › Cough
- › Sore throat
- › Headache / Body aches
- › Sneezing
- › Shortness of breath or difficulty breathing
- › New loss of taste or smell
- › Fever or chills
- › Nausea, Vomiting or Diarrhea
- › Fatigue (extreme)

3. **Students are strongly encouraged to stay up to date with vaccines & boosters.**

4. **WASH YOUR HANDS thoroughly BEFORE arriving.** Hand sanitizer will be available in the studio, and all students are required to use it upon entry.

5. **No guest restroom available.** My private bathroom is for emergency/urgent use only.

6. **ONLY 1 STUDENT will be allowed inside at a time.**

 **IMPORTANT! PLEASE FILL OUT AND SIGN THIS PAGE.**

 **SUBMIT A COMPLETED COPY OF THIS PAGE WHEN YOU REGISTER FOR FULL TERM.**

Save a copy of the full Studio Policy at home for your reference.

Media Permission

Place a check for your level of media permission:

- YES:** I give permission for my picture, performance video, or first name to be used on the studio website and studio related social media.
- SOME:** ONLY pictures & videos, but NO names.
- NO:** don't use any pictures, videos, or names.

Studio Health Guidelines

YES - I have read & agree to the [Studio Health Guidelines](#) (page 4) and I understand that:

- Students who wish to attend in-person lessons must **1) Wear an N95/KN95 mask**, and **2) Be symptom free**.
- Students with any symptoms or illness should stay home and have their lesson online.
- Heather may choose to switch from in-person lessons to online whenever necessary.
- All studio policies remain in effect equally for both online lessons and in-person lessons.

Student's Signature

Date

By signing, you are stating that you have **read, understand, and agree to all the terms of the Studio Policy.**