

Ellie Seligmann Music Studio



Studio Policies

After more than 30 years of in-depth study of music, learning science and the human voice, I am a highly-qualified musician and teacher of music. Teaching music is not a hobby or side business; it is my full-time career. Therefore, I uphold certain studio policies in order to keep my business running efficiently. My policies are standard in the private music teaching industry.

Payment Policy

- Payment for each month is due at the 1st lesson of the month.

- Ellie Seligmann Music Studio accepts the following forms of payment:
 - Electronic payments via Venmo, Paypal or Zelle
 - Checks, payable to Ellie Seligmann (not to the studio) (\$20.00 bank fee reimbursement assessed for bounced checks.)
 - Cash

Attendance Policy

Students may attend WEEKLY, BIWEEKLY, or on a DROP-IN basis, subject to my availability.

WEEKLY & BIWEEKLY students have a standing appointment on my calendar. To maintain that standing appointment, the following policies apply:

- “After-school” students: If you are unable to attend a lesson, you are expected to contact other students on the swap-list and arrange to switch lesson times for the week.

- If you are unable to attend a lesson and are unable to switch lessons with another student, I require at least 24 hours advance notice or you forfeit the lesson without a make-up lesson or credit. Exceptions are only made for sudden illness or family emergency.

- Make-up lessons are offered for excused absences only. No refund or credit is offered for excused absences.

- You may reschedule and/or make-up no more than one excused absence per month, and no more than four in any calendar year. Lessons missed beyond this limit are forfeited without refund or credit. (Lesson swapping via the swap-list does not count toward these limits.)

- When in-person lessons are not practical or possible, as in cases of pandemic, severe weather, or lack of transportation, lessons will be conducted online via the student’s choice of Zoom, Skype, FaceTime or Facebook Messenger.

- If you are traveling during major school holidays (i.e. Winter break, Spring break), you may choose not to attend lessons during that time and will not be required to pay for or make up these lessons.

- If you are traveling for summer vacation or otherwise take an extended leave of absence, I will hold your time-slot for one month. If your leave extends beyond one month, your spot may be given to another student. Upon your return, you will have your choice of any remaining time-slots. Alternately, you may pay for any missed lessons beyond the first month to reserve your spot.

- If I cancel a lesson for any reason, you will be offered your choice of a make-up lesson or a credit towards the next month's lessons. This is the only situation in which a credit will be offered.
- The teacher will periodically schedule group lessons, which sometimes double as recital dress rehearsals, in order to teach skills best learned in a group setting. These lessons will be announced no less than one month in advance. Participation is expected.

Miscellaneous

- I rebuild the WEEKLY/BIWEEKLY lesson schedule for the start of each new school year, allowing families to select new lesson times by order of seniority. Because of this, in some cases, newer students may be asked to give up a timeslot they held during the previous school year and select a new one.
- If you decide to discontinue your lessons, please provide at least two weeks' notice.
- Small children (i.e. siblings) must be supervised at all times while in my home and remain within specified boundaries, both for their safety and for the privacy of my family.
- Although my cats are generally tolerant, they sometimes feel threatened by energetic children and may injure them. Parents are responsible for ensuring their child maintains a safe distance and responds appropriately to the cat's warnings (i.e. hissing, growling, attempting to run away).

I, _____, have read, understand, and agree to the above studio policies.

Signed _____ Date _____