

LORETTA WIRSING | VOICE & PIANO INSTRUCTION

Lesson Policy

General Information

Lessons are scheduled weekly in the same time slot. Please try to be at least 5 minutes early for your lesson so that you are not out of breath or rushing. Relax in the waiting area until it is time for your lesson and you are invited in. Your promptness will assist me in maximizing your lesson time so I do not run into another student's time. It is very important that you bring to the lesson, a folder or tote bag containing your music, a writing pad and a bottle of water. Also, I urge you to bring a device to record your lesson as it will greatly assist your ability to practice correctly.

PLEASE NOTE: If a student arrives more than 15 minutes late, his/her lesson will be canceled for that week and not made up or refunded.

Student Cancellations

Please be aware that I cannot guarantee a make-up lesson when the lesson is missed by the student. However, I will go out of my way to make-up a missed lesson if I have another time slot available for a make-up during the month of the missed lesson. If I am not able to reschedule the missed lesson, or if the student does not attend the make-up lesson agreed upon, payment of the lesson will still be required. Missed lessons do not roll over to the next month.

Teacher Cancellations

In the event that I miss a lesson, the student may choose to reschedule, receive a refund or credit for the following month.

Weather Events

If a weather event occurs that disrupts lessons, a make-up day will be scheduled for the current or following month.

Payments

Tuition for lessons is paid on a monthly basis. For new students, payment for the current month is due at their first lesson. All future payments are to be made, in advance, at the last lesson of the current month for all lessons of the following month. This method of payment policy ensures your time slot with the instructor. Payment is accepted by cash or check payable to Loretta Wirsing.

No refunds or credits will be given for unused lessons when a student terminates lessons in the middle of the month. Advanced notice should be given if the student decides to terminate lessons (30 days is recommended).

Practice Requirements

Daily practice is expected. This special time of the day should be one of concentration and solitude when the student works on lesson material without distractions, including the use of cell phones, texting devices, etc. I recommend that beginners practice a minimum of 15 minutes a day and gradually increase to longer periods of time.

Your cooperation with the above policies will be greatly appreciated. Please contact me if you have any questions or concerns. I look forward to working with you to achieve your musical goals.