



## B. Ware Works Studio Policies

**ATTENDANCE:** All students who are enrolled in BWWPS are expected to continue with lessons for the **full academic year** (beginning in September and ending in May).

**SUMMER LESSONS:** Summer lessons are available from June-August (with two weeks of vacation time, generally the first week of June and week prior to Labor Day). *The deadline for enrollment for those desiring summer lessons is May 1<sup>st</sup>.*

**STUDENT ABSENCES AND MAKEUP LESSONS:** Absences due to illness, family emergencies, and prior engagements are excused. Makeup lessons are available for any *excused* absence. Makeup lessons will generally be held on Friday's and Saturday's but may be scheduled on other days based on teacher availability. Unexcused absences include but are not limited to forgetting a lesson, skipping a lesson due to lack of practice, and failure to notify teacher of absence at least 24 hours in advance. There will be *no makeup lesson* and *no refund* of payment for *unexcused* absences.

**TEACHER ABSENCES:** The teacher reserves the right to cancel lessons due to illness, family emergency, and/or professional commitments. If possible, students/parents will be notified at least 24-48 hours ahead of time. All lessons missed due to teacher absence will be made up. If we are unable to schedule a makeup lesson, money for that lesson will be refunded.

**TUITION AND PAYMENT:** Tuition for lessons held at the BWWPS location are \$40 (30-minute lessons) and \$80 (1-hour lessons). In-home lessons (presently *only* available for families living less than 5-miles of teacher's residence) are \$45 (30-minute lesson) and \$90 (1-hour lesson). **Tuition is to be paid on a *monthly* basis due on the 1<sup>st</sup> of each month.** \* An invoice will be sent 1 week prior to the first of the month with details of the amount owed.

**RECITAL AND STUDIO EVENTS:** Students are required to participate in the BWWPS Spring Recital, which is held each year in late May/early June. In addition to the Spring Recital, students are encouraged to participate in the annual Halloween Spooktacular and the Home for the Holidays virtual recital. Lastly, BWWPS plans 1 fun studio outing per semester in which both students and family members may participate.

\*Exceptions to the monthly payment schedule must be discussed between instructor and parent/student.



**TERMINATION POLICY:** Parents/students who would like to end lessons with BWWPS are required to notify the instructor *one month prior* to the expected termination date. The instructor reserves the right to terminate lessons with any student based on either a lack of interest, practice, attendance, or mutual respect for the instructor and other students.

**PHOTO RELEASE AND SOCIAL MEDIA:** BWWPS maintains a website, Facebook page, Instagram, and YouTube channel. Student photos taken during events and lessons are often posted. Only first names and last initials (e.g. Brianna W. B.) are used to maintain students' privacy. If you do not consent to your child's/your photo being used, please inform the instructor.

By signing below, I agree to the policies of Dr. Lawren Brianna Ware-Boggs and the B. Ware Works Piano Studio:

Parent/Guardian

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Owner/Instructor

Dr. Lawren Brianna Ware-Boggs  
B. Ware Works Piano Studio  
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