



MAVA PRIVATE INSTRUCTION AGREEMENT 2018 – 2019

Effective September 1, 2018

LESSON INFORMATION:

Students will learn music appreciation through analysis of various musical genres. Genres included but not limited to: all western classical music periods, art music, film music, popular music, and more. Instructor(s) will teach students problem solving, creative thinking and instrumental practice/performance. Students will gain confidence, focus and discipline through weekly study.

RECITALS:

MAVA offers one monthly student showcase for a limited amount of students. Students are chosen on a first sign-up, first serve basis. MAVA hosts 2 mandatory honor recitals a year in the Winter (December) and Summer (June). In order to be eligible to perform in the Summer (June) Honor Recital, it is mandatory for students to perform in the Winter Honor Recital (December). Students must participate as performer **AND** audience member in at least one of the monthly student showcases to perform in an honor recital. MAVA has the right to decline a student from performing in a recital based on but not limited to: lack of preparation, attendance, unpaid tuition or administrative fees.

MATERIALS REQUIRED PER LESSON:

All books and current sheet music. The student's instrument (violin, viola, cello, guitar, sax, clarinet, with the exception of a piano and drum set), assignment book (has to be a composition notebook), sharpened pencils (no pens), and lesson material is required at every lesson. MAVA teachers have the right to decline a private lesson if any of the required materials are unavailable at a private lesson.

Each time a student leaves materials in our studios or at home. It is \$5 to get it back. Forgotten material at home will not be tolerated.

PRACTICE EXPECTATIONS:

Students are expected to practice a minimum of half of the time equal to your lesson time frame daily, depending on the level of difficulty. Students will have weekly assignments prepared for the following lesson. Any questions about assignments may be e-mailed to the teacher.

NOTE: There are various ways to practice and it takes time to include music study as a daily routine of life. We will work together to continue a consistent practice regimen at home to promote a fun atmosphere.

ADMINISTRATIVE FEES:

A fee of \$75 per student must be paid to cover administrative costs that include but are not limited to: recital venue rental, awards and gifts, master classes, special guests, website maintenance, etc. This is a one-time fee per academic school year, per student.

ATTENDANCE POLICY:

To ensure a high level of education, consistency is important. Students are expected to attend private music lessons during their registered time. Make-ups will be scheduled **ONLY** when the instructor is absent. Teachers will not be hosting lessons the week of Thanksgiving (November

19 - 23, 2018) and Christmas holiday break (December 24, 2018 to January 1, 2019) and make-ups will not be given. However, teachers may choose to have makeup lessons during the above holidays and reallocate the time off to any week between December 1, 2018 to August 31, 2019. In the event of a student being absent for an emergency (illness, car trouble, weather), an on-line lesson will be given through facetime, skype or equivalent. Ultimately, makeup decisions are at the discretion of the teacher. Therefore, the first option for a missed lesson is an on-line lesson.

CANCELLATION (stopping lessons) POLICY:

Cancellations can be requested at any time. Tuition will not be prorated for the month, therefore no refunds are given during the month of cancellation. Teachers reserve the right to stop lessons at any time.

TUITION:

Tuition guarantees your reserved lesson spot upon reception. Tuition payments are to be made before the 1st of every month by mailed Check / Money order, Paypal on-line or AUTO-PAY. There are fees associated with Check / Money Order and Paypal. Please see list below. To ensure delivery is on time each month, schedule auto payments on-line dated for the 25th of each month. If payments are received after the 5th of the month, include an additional \$35 late fee. Please note that AUTO - PAY is not a direct deposit.

- Check / Money Order: \$10 per payment
- Paypal: 5% per payment
- Auto - Pay: No Fee
- Cash : No Fee

PAY IN FULL OPTION:

Paying in full for 12 months guarantees your reservation from September 1, 2018 to May 31, 2019. Reservations are set up between you and your instructor. You will receive a discount of 5%. If you wish to cancel before your contract is fulfilled, a cancellation fee of \$250 will be assessed before MAVA refunds the remaining tuition paid.

Signature: _____ **yes** **no**

Auto Pay Set up (highly recommended):

1. Go to your online bank and set up THE MUSIC ACADEMY OF VIRGINIA as a payee.
2. Use 41430 Carriage Horse Dr., Aldie, VA 20105 as the address.
3. Use (703) 473-1889 for the phone number
4. Use your family's last name as the Name on the Account
5. Use your child's first name as the Account Number
6. To ensure delivery is on time each month, schedule auto payments for the 25th of each month. Note that payments take 5 to 7 business from the scheduled date to arrive.

Personal Check (regular fee + processing fee):

Add a processing fee of **\$10** to your tuition for personal checks, each month. If tuition is received after the 5th of the month in which they are due, a \$35 late fee must be added.

I understand all of the above terms and agree to all of the details above.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____