



Policies, Expectations and Rates

Philosophy

The Fugue School of Music (FSM) has one mission: to create better students through the study of music. All the following policies, expectations and rates have been carefully selected, crafted and modified with this goal in mind. All of these expectations are designed around the following tenets:

- Music is a continuous study
- Daily practice
- Encouraging constant progress
- Respect for faculty member, student AND parent
- Every person can be musical

Please let us know if you have any questions about this philosophy or our tenets.

The Private Lesson

All students enrolled at FSM will be enrolled in individual (one-on-one) private lessons. Lessons are meetings with a qualified professional – not supervised practice sessions. Students are expected to treat the lessons as such and come prepared to learn with all homework assignments completed or ready with pertinent questions related to the assignments that are left incomplete. Homework consists of practical (performance) assignments as well as written theory assignments.

Lessons are once a week except when FSM is closed. Lessons are 45 minutes or 60 minutes long, to be determined in the initial interview. For young beginners, 30 minute lessons will be considered on a case by case basis in the interview.

Enrollment

There are four steps to enrollment with FSM.

- 1) Application: Families are required to fill out an online application to be considered for lessons.
- 2) Interview: An in person interview will be arranged for each application. The interview will be 45 minutes long consisting of a 15 minute "mini lesson" where your student will be evaluated by a prospective faculty member which we will have selected based on your application and a 30 minute meeting with parent, student and owner about the goals of your family and our own goals here at FSM.
- 3) If all parties are willing, we will move forward to lessons. Lessons will be scheduled based on the availability provided on the application. Please keep in mind that we will try to accommodate faculty member requests, but we cannot guarantee placement with a particular faculty member due to scheduling constraints. We ask for your trust in our professional judgment in the matter of pairing faculty member and student.
- 4) The first four (4) weeks of lessons will be considered an evaluation period. This is your time to evaluate lessons and ask as many questions about the process as possible. This is also the time your faculty member will use to evaluate your student's progress and

practice habits. Parents are highly encouraged to sit in all of the first four lessons (and more at the faculty member's recommendation). At any time during the evaluation period, either you or FSM may terminate the lessons.

Practice

Students will be given practice requirements and written assignments from their faculty members. Students are gauged on their preparedness through assignments, both written and performance based, in their lesson times. If a student is consistently unprepared, the faculty member will contact the parent and take steps to correct the issue. If a good effort is made by the faculty member and the student still remains unprepared in lessons, FSM reserves the right to terminate the student's lessons. FSM will retain all fees through one lesson after the termination notice has been given and will collect or refund as necessary.

Scheduling

FSM closes for a total of 6 calendar weeks each year, meaning that all FSM students are scheduled for 46 lessons a year. These closings are posted on the website calendar as they are determined (usually by the first of each calendar year).

We do not follow the public school calendar or closures.

When you are enrolled at FSM, you and the scheduler will agree on a lesson time that will remain the same from week to week. For example, if you agree to 4:30pm on Mondays, you will come every Monday at 4:30pm, except during studio closures, from the date of your enrollment and going forward. If you are in need of a different regular lesson time, you can request one (in writing) from the scheduler. There must be at least 8 weeks in between permanent lesson time changes (this includes when you first enroll).

Make-up Lessons

FSM does not offer makeup lessons. You must give 48 hours notice to flip the classroom (see "Flipped Classroom" section). If less than 48 hours, please still be courteous and message the scheduler so your teacher knows not to expect you for your lesson.

Flipped Classroom

In the event that a student cannot attend a lesson, FSM allows students the option to participate in a "flipped classroom" up to 6 times per year. A "flipped classroom" requires the student to video record (audio only recordings are not acceptable) a performance of their assignments for the week and send to their instructor for review during the student's regular lesson time. For more instructions and guidelines on how to use the "flipped classroom" effectively, see Appendix A.

In order to elect this lesson option, you must inform your faculty member at *least* 48 hours before the regularly scheduled lesson that you wish to flip the classroom. You must also have your video links emailed to your faculty member no later than 4 hours (but we recommend 24 hours in case a redo is necessary or if there are email problems) before the regular lesson time. *It is the student/parent's responsibility to make sure all files are in good working order and submitted on time.* If your video files are not uploaded in time or are not in good working order by the time your regular lesson starts, you forfeit the flipped classroom. Your flipped classroom allowance will still be deducted by one (1) so please be diligent when electing this lesson option.

"Flipped classrooms" may not be used more than 2 weeks in a row. Faculty members reserve the right to deny a "flipped classroom" request if they feel that it will be detrimental to the student's progress at that time. If a student is consistently unprepared or not practiced up in their recordings, the faculty member may revoke the privilege of using "flipped classroom" as they see fit. "Flipped classroom" is not allowed during the evaluation period.

Substitute Instructors

If your faculty member cannot be at your lesson, they will provide a qualified substitute instructor. You will be informed ahead of time (unless it is an emergency substitution) and we will have the substitute's resumé on hand if you wish to review it. Substitutes will be supplied with lesson plans from the regular faculty member so as not to interrupt the flow of lessons for your student.

Inclement Weather

If the studio closes for inclement weather, we will post a banner on our website by noon of that day announcing the fact. Otherwise, please plan on attending your lessons as scheduled. **We do not follow the public school inclement weather closures.** If we close for inclement weather, we will provide a makeup day on the following Saturday. Students will be assigned their regular lesson times on the determined day. Those who cannot attend the makeup day may choose to use one of their "flipped classroom" allowances.

If we remain open during inclement weather but you would prefer to not attend your lesson anyway for safety reasons, you may elect to flip the classroom. *You must let us know that you will not be in attendance BEFORE your lesson begins to elect this option.* You have until noon the following day to submit your video recordings in this case.

Tuition

2020 Rates and Payment Plans:

Monthly Payment Plan (due on the 1st of each month)

- 45 Minute Lessons: \$145.00
- 60 Minute Lessons: \$195.00

Six Month Payment Plan (due on the 1st of January and the 1st of July)

- 45 Minute Lessons: \$830.00
- 60 Minute Lessons: \$1,100.00

Yearly Payment Plan (due on the 1st of January)

- 45 Minute Lessons \$1,560.00
- 60 Minute Lessons \$2,100.00

Payments are late by the 10th of the month for which they are due. A \$30.00 late fee will be assessed on all late payments and deposited into our scholarship fund.

Do not adjust tuition for missed lessons. The tuition posted above is owed even if you miss a lesson. Please keep in mind all that your tuition pays for:

- 46 scheduled private lessons each year
- Time spent sourcing lesson materials
- Continuing education for faculty members
- Studio Instrument Maintenance
- Administrative time (accounting, scheduling, enrollment, etc.)
- Professional Organization memberships to further student opportunities

- Semi-Annual Recitals

The rates above are for students who do continuous study (Full Time Students) with FSM (see "Part Time Students").

There are no registration fees or yearly material fees at FSM. You will pay only for items (books, tuners, metronomes, other equipment as needed) we sell you at the time of sale. Those will be invoiced separately and due within 14 days of the sale.

FSM accepts cash or check. You may use your bank bill pay using the following mailing address:

2903 Vimy Ridge Avenue
Norfolk, VA 23509

There is a returned check fee of \$25.00 per returned check.

Tuition is evaluated every year and is subject to change based on inflation and market conditions. Changes will be announced in December and implemented in January.

Part Time Students

FSM's learning practices are modeled after a philosophy of continuous music education that does not take an extended break and is not done in short bursts. However, we recognize that some families only wish to study with us for a short period of time. For those students, the following applies.

- Tuition is a flat rate of \$60.00 per hour
- Part Time Students are not required (though still welcome) to participate in performance classes or recitals

Students who have left the studio and decide to return at a later date will be considered Part Time Students. Part Time Students can choose to go to Full Time status upon the first anniversary of their return date.

Part Time students have the option to cancel lessons with at least 48 hours notice and not be billed for that lesson. Cancellations with less than 48 hours notice will still be charged at the rate of \$60/hour.

Parent-Faculty Conferencing

Faculty members will provide office hours every week for any meetings desired by either parent or teacher. We are very open to communication via email at any time.

Ending Lessons

If you give notice before the 15th of the month that you wish to end lessons, the final lesson will be scheduled for the end of the month in which the notice is given. No further tuition payment past that month will be required. If notice is given on the 15th or later of the month, the final lesson will be scheduled for the end of the next month and a tuition payment will be charged through the following month.

Extenuating Circumstances

Life happens sometimes and we do understand. Therefore, if you believe you have an extenuating circumstance that is in direct conflict with any of these policies or expectations,

please communicate that to us immediately so that we can determine if there is indeed a conflict and if so, some possible solutions. At the end of the day, we want all of this to be for the benefit of the student and the furthering of their education.

Appendix A: Flipped Classroom Guidelines

- 1) You MUST use video recordings for a flipped classroom. Absolutely no audio only recordings are permitted. In order for this to be an effective learning method, the instructor must be able to see the whole body of the student while they are playing/singing as there are many different physical aspects to musicianship when it comes to technique.
- 2) Pianists should record themselves from the side at a downward angle so that the faculty member is able to see you from head to toe and can see your hands clearly on the keyboard. (See Figure 1)
- 3) All other singers and instrumentalists should make sure they are visible from head to toe in the video. Music stands should be slightly off to the side. Recordings should be done at a 45 degree angle to the side of the student. (See Figure 2)
- 4) Please use the following steps to record your videos:
 1. Perform all assignments in a single take (no stopping and restarting the video). This is more realistic to your performance in your lessons.
 2. Please announce each assignment before you begin, including details such as book, page numbers, song titles, etc.
- 5) Remember, the goal is not to redo the recordings until they are perfect. It should be a reflection of your progress up to that point for the week, just as the playing in your lesson is a reflection of a full week's practice. It is helpful for your faculty member to see where you are struggling in your assignments.
- 6) Upload videos to MusicalOverture.Com. Please do not use YouTube as that site has copious privacy and safety concerns that we would prefer to avoid.
- 7) Remember to upload at LEAST 4 hours before your lesson time and email your faculty member the link to the file so they can confirm receipt of the video.

Figure 1: Flipped Classroom Exhibits

Figure 1 (continued)



