



# **Gonca Huff Cello Studio**

## **Suzuki and Traditional Instruction**

**921 Willowbrook Dr  
Huntsville AL 35802  
256.361.6567  
goncahuff@gmail.com**

## **Studio Policy**

### **Fees**

**The yearly registration fee is \$40 (payable to Gonca Huff), due with your first August lesson.** This fee covers the cost of recitals, supplies, prizes, incentives, supplement materials for the studio, Smith String Studio fees and use of Ms. Huff's lending library.

When students enroll, they are reserving their placement in the studio **for the entire year – August 2011 through June 2012.** The enrollment agreement is a firm commitment and guarantees your place in the studio. Tuition is charged by the month ( 4 lessons per month ), payable in advance. Please understand that the tuition you pay reserves an **exclusive** weekly time in the schedule for your child.

- 20 minute weekly lessons                      \$80 per month
- 30 minute weekly lessons                     \$105 per month
- 45 minute weekly lessons                    \$140 per month

**Tuition is paid one month in advance, and is due on the first lesson of the month. A \$15 late fee will be charged for payments received after the first lesson of the month.**

**Tuition can be pre-paid for the entire year in advance with a 5% discount.**

- 20 minute weekly lessons                     \$836 per year (11 months)
- 30 minute weekly lessons                    \$1097 per year (11 months)
- 45 minute weekly lessons                    \$1463 per year (11 months)

**Make checks out to Gonca Huff.**

**Tuition is non-refundable. As with University tuition, lesson tuition is payable whether the student attends or not.**

## Attendance and Missed Lessons

Weekly attendance of all students is expected. Student missed or canceled lessons without notice will not be made up. There will be no refunds. Students are allowed **two (2) make-up lessons per year** as follows -

- **Illness:** You must notify me by phone no later than 10:00 AM on the day of your lesson to be eligible for a make-up lesson.
- **Other:** You must notify me by phone one week before your absence to be eligible for a make-up lesson.

**Inclement Weather:** When Huntsville public schools close or cancel after school events due to inclement weather, lessons will be canceled and not made-up. Also, when inclement weather that creates hazardous driving conditions when school is not in session, lessons will be cancelled and not made-up

**Swap List:** Students may use the swap list to arrange a swapped lesson with another student. You can voluntarily be on the swap list. Your name, phone number, and lesson time will be made available to others on the list. Please notify me in advance by phone when you swap.

**Teacher Cancellations:** I am an active performer and I occasionally have to cancel or re-schedule lessons. These lessons will be made-up or a tuition credit given at my discretion.

## Tardiness

Please be on time! If a student arrives late, they will finish only their remaining lesson time and will not go into the next student's time. **Lesson will be cancelled after 15 minutes.**

## Materials

During the course of the year various materials are required. Each student must have the following materials provided by the parent (unless otherwise specified):

- Cello (see Ms Huff for rental or purchase information)
- Metronome
- Repertoire books (assigned by the teacher; provided by the parent)
- Recorder

## Terminating Lessons

The teacher may terminate lessons due to negative behavior, failure to practice, or failure to comply with studio etiquette. Terminating lessons before the end of the year (August through June) must be by mutual agreement between the teacher and parent. Any termination initiated by the parent or student requires 1 month **WRITTEN** and **PAID TUITION** notice.

## Contact Information

Ms. Huff can be reached by phone at 256-361-6567(Cell), email at goncahuff@gmail.com or by mail at 4800 Whitesburg Dr, Suite 30-547, Huntsville, AL 35802.

## Student - Parent Agreement

I have read the studio policies and agree to adhere to these policies and payment schedule.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_