

Ben Powell
Private Lessons
Studio Policies and Procedures 2008-2009

Hello, and welcome once again to another wonderful academic school year! I can't wait to continue working with all of my current students and get to know all of the new ones! Once again, I'd like to take this opportunity to address the studio policies that many of you are already familiar with. As with every year, there are minor changes, so I encourage you to read it thoroughly.

Lesson Times

As you know, I am primarily a traveling teacher. Because of this, most of my lessons are taught out of my various students' homes. Keeping this in mind, I schedule most students for 45 minute lessons allowing for 15 minutes of travel time from one student to the next. In most cases this is more than enough time however every now and again circumstances arise such as traffic that will cause me to be late. Because of these issues, I ask that students be prepared for my arrival within a 10 minute window before and after our scheduled time.

Lesson Scheduling

I understand the hectic nature of family schedules and I try to be as flexible as possible when scheduling lessons. I ask for the entire month's worth of lessons to be paid in advance during the first lesson of every month, at which time we can spend a couple of minutes to figure out any scheduling conflicts for the month ahead. This way I can know of any missed lessons ahead of time and plan accordingly. I also am aware that things come up last minute, so here is how I plan on dealing with these issues:

1 Week's Notice

So long as I have a week's notice for a missed lesson, I'm happy to either credit that lesson's payment towards the following month (ie, a refund), or reschedule the lesson at a time that is convenient for both parties.

Less than 1 Week's Notice

If I have less than one week's notice but more than 24 hours notice, I'm happy to reschedule the lesson at a time convenient for both of us. If no time can be agreed on in the current month, that lesson can be held at another time (such as a few days before a recital or competition) however the lesson payment will not be refunded.

Less than 24 Hours Notice

If I have less than 24 hours notice that you will be missing a lesson, I have no obligation to reschedule the lesson or refund any payment.

Since I am a professional gigging musician, the time may arise (although very rarely) where I have to cancel a lesson. If I cancel a lesson for any reason whatsoever, the lesson will be rescheduled or the full price of the lesson will be refunded.

Materials

For our lessons, the student is expected to keep on hand a piano or guitar, a notebook and pencil for lesson notes and weekly assignments, and a metronome. In addition to these items, guitarists are expected to keep extra picks and strings handy.

I will pick up music books for your students, which are to be reimbursed at the next lesson. This is a courtesy that I'm happy to do but if you would rather get the books yourself, please feel free to do so.

Recitals and Performances

I hold two recitals each year around the end of each semester of the academic school year (typically December and June). Performing is an important part of learning any musical instrument and it's a great way to show off how hard your sons and daughters have been working! Older students may opt out of students if they desire, but I encourage everyone to attend and most of all to have fun! Certain students may also be eligible to participate and compete in various area piano competitions.

Changes in '08 – '09

As I continue to teach private lessons, my business plan continues to evolve. This year I am introducing a "travel surcharge" to each home to which I travel. I'm instituting this to primarily cover the rising cost of fuel and time lost to traveling. Due to the fact that 80% of all the families I teach fall into this category, the travel surcharge also helps cover additional costs incurred by recitals and performances.

Please note that the charge only applies to each household to which I travel, not each student. If I teach three students out of the same home, only one would qualify for the travel charge.

If this is an issue for your family, I am more than happy to have you travel to my permanent teaching location in Falls Church city. Regular rates have been adjusted for inflation. For more info, find the studio rates on the third page of this document.

As always, parents play the most important role in the musical development of children. I get to spend but 45 minutes with them each week and while the time we spend together is valuable and important, the time they spend practicing on their own at home is just as important if not more! Therefore, please encourage your children to practice. I find it works best if they make it part of their daily routine such as after dinner. That having been said, I'm looking forward to a great year! Feel free to contact me with any questions or concerns!

Ben Powell

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2008-2009 Studio Rates (Valid through the end of August 2009)

\$50 / 60 min

\$37 / 45 min

\$25 / 30 min

+ \$4 travel surcharge for traveling lessons

Home Studio Location

107 Tollgate Way

Falls Church, VA 22046