2024-25 Studio Policy

Welcome to the Bartle Guitar Studio!

I look forward to helping you reach your individual musical goals. As you progress through your lessons, you will acquire musical skills and techniques that can be applied to a wide musical repertoire. I teach acoustic and classical guitar, music theory, and keyboard theory to students ages five to adult.

Materials: Students are to bring a guitar and music books to each lesson. It is recommended that you communicate with me prior to purchasing a guitar, books, and music supplies. A substandard instrument or instrument that is a not the correct size can impede student learning. I will research the current market and make recommendations for buying a quality, affordable instrument. In addition, students will need to have a guitar tuner, guitar footstool, and music stand for home practice.

Practicing: It is recommended that students practice consistently at a regular time at least five days a week and that a well-lit, distraction-free practice area be set up in your home with a music stand, guitar footstool, and supportive chair or bench. Parents can assist their children with establishing a practice routine. Students should focus on practicing the repertoire covered during each lesson in determining the daily amount of time needed to practice.

Recitals: Students are encouraged to participate in the recitals that are scheduled throughout the year. Performances take place in community-based settings and frequently occur in conjunction with the Foothills Music Teacher Association. Recitals give students the opportunity to work towards goals, meet fellow musicians, and strengthen public performance skills.

Summer Months: During the summer months, it is highly recommended for students to maintain a consistent lesson and practice schedule. Summer can be a wonderfully productive time for practice without the obligations of the academic school year. Lessons will be scheduled around vacations and summer camps on a flexible per-lesson basis.

2024-25 Tuition & Fees*

Students are enrolled for the academic school year on a tuition basis from August 12, 2024 to May 23, 2025. Tuition is based on a 37-week teaching year plus three recital opportunities. The total tuition based on a $68/hour rate is

divided into even amounts spread over nine months. Lessons that fall on a one-day holiday may be rescheduled within the week in space-available time slots. New students starting after a registration period during the academic year will be charged for lessons remaining in that billing cycle. During the summer months from May 27, 2025 to August TBD, 2025, lessons are charged on a per-lesson basis.

- What does my tuition include?
  - Your Personal Weekly or Bi-weekly Lesson Time Slot Reserved Only for You
  - Planning and Presenting 3 Recitals a Year
  - Recital Accompaniment
  - Assistance Changing Strings
  - Use of Demo Guitars
  - Recommendations on Equipment Purchases
  - Outside Class Availability for Questions
  - Scheduling
  - Finding and Creating New Music Materials
  - SSA Professional Dues and Continuing Education
  - Miscellaneous Handouts
  - General Studio Business Management and Expenses

- 2024-25 Tuition (August 12, 2024 to May 23, 2025 Academic Year, Weekly Lessons)**

Lesson Length	*60 Minutes*	*45 Minutes*	*30 Minutes*
2-Month Rate	$560	$420	$280

*Annual incremental cost-of-living tuition adjustments will go into effect at the start of each fall semester.

**Students enrolled in lessons every other week will pay 50% of the monthly rate. Total tuition fee for the 37 weekly lessons from August 12th, 2024 to May 23th 2025: $1,260 (30 minutes), $1,890 (45 minutes), $2,520 (60 minutes).

- Summer 2025: (May 27-August TBD) Lessons are scheduled during the summer months at the rate of $68/hr.
- Drop-in Lesson Rate: A one-time drop-in lesson is available at the rate of $68/hr. Students may apply their drop-in lesson fee towards monthly tuition at the end of the lesson.
- Gift Certificate Rate: Flexible, customized packages are available.
- Discounts
  - *Referral Discount:* As a way of showing appreciation for referrals, I offer a $20 tuition credit if a student you referred to me signs up for a lesson package.
- Payment: Tuition is due on the 20th of the month prior to the months' lessons. ***Payment due dates for 2024-25 academic year: August 20th, October 20th, December 20th, February 20th, April 20th, June 20th.*** If payment has not been made by the due date and a payment arrangement has not been made, then the student's lesson time slot may be offered to waitlisted students. Payments can be made by Zelle, cash, or check. Please make checks out to *Bartle Guitar Studio*. There is a $20 returned check fee. Refunds or missed lesson credits are not offered.

Schedule: Lessons are scheduled on a weekly or bi-weekly basis and are taught Mondays through Fridays (lesson times scheduled every other week available to adults only during daytime hours.) Lesson times will be confirmed every two months in advance of the upcoming session.

Attendance Policy: Makeups must be scheduled during the current semester and cannot be "carried over." Missed lessons can be made up in two ways: (1) rescheduling outside the reserved time slots (2) adding time increments to future lessons. Makeups are based on availability and specific time slots cannot be guaranteed. Lessons missed without advance notice or with less than 24-hour notice will not be made up (exceptions granted for emergencies only). No refunds or credits will be issued for missed lessons. Lessons missed by the instructor will be rescheduled in space-available time slots. Online Zoom lessons are offered for students unable to attend in person.

Care of Children: Adult supervision of minors is only available during the scheduled lesson time in the studio teaching room. Bartle Guitar Studio is not responsible for children under 18 who leave the premises unaccompanied.

2024-25 Studio Calendar
August 12, 2024: Fall Semester Starts
September 7, 2024: End-of-Summer Ensemble Recital @ 8 AM
September 2, 2024: Studio Closed for Labor Day
November 25-29, 2024: Studio Closed for Thanksgiving Break
December 14, 2024: Winter Recitals @ 8 AM (Start Time)
December 20, 2024: Last Day Fall Semester
December 23th-January 3rd: Studio Closed for Winter Break
January 6, 2025: Spring Semester Starts
January 13, 2025: Studio Closed for MLK Day
February 17, 2025: Studio Closed for Presidents' Day
March 17-March 21, 2025: Studio Closed for Spring Break
May TBD, 2025: Spring Recital @ 8 AM (Start Time)
May 23, 2025: Last Day Spring Semester
May 26, 2025: Studio Closed for Memorial Day
May 27-August TBD, 2025: Summer Semester

Contact Information: Please feel free to contact me at info@BartleGuitarStudio.com or (720) 353-2902.

I am committed to your musical success and I look forward to teaching you!

~Lorian Bartle

Making Payments to Bartle Guitar Studio

1) <u>Zelle Payments</u>

   How to pay online:

   Sending money with **Zelle**

   Zelle is a fast and free way to send your tuition to Bartle Guitar Studio. Login *directly* to your bank or credit union website to access **Zelle.** (Important! Do not use the separate Zelle app outside of your account which is not set up for businesses.)

   To complete your transaction, you will need to use the Bartle Guitar Studio phone number:

   720-353-2902

   After entering the phone number, Zelle should identify the recipient as "Bartle Guitar Studio, LLC." The music studio will receive notification of payment and you will get a record of the transaction.

2) <u>Payment by Check</u>

   Tuition checks, payable to "Bartle Guitar Studio," may also be dropped off during your lesson time or sent through the mail:

   Bartle Guitar Studio
   3233 Taft Court
   Wheat Ridge, CO 80033

3) <u>Cash Payment</u>

   Cash Payment can be made in person during lesson times. Change is available if needed. Please do not send cash through the mail. Receipt for cash payment provided upon request.