



Kelly Shin
PIANO STUDIO

Studio Policy

Terms, Expectations & Guidelines for Studio Lessons

2026

01 SCHEDULING

Year-Round Instruction

Lessons are offered on a year-round basis and are scheduled weekly throughout the calendar year. Each student is assigned a regular weekly lesson time, with adjustments made as needed to accommodate holidays, observed studio closures, and family travel.

Absences & Make-Up Lessons

A minimum of **24 hours' advance notice** is required for a lesson to qualify for a make-up, except in cases of illness, accident, or family emergency. Lessons cancelled without proper notice are forfeited and will not be rescheduled. It is the student's responsibility to schedule any approved make-up lesson in a timely manner.

Should a cancellation become necessary, the following alternatives are available:

LIVE VIDEO LESSON

The student attends the scheduled lesson remotely via video conference. Suitable when the student is unable to travel to the studio but is well enough to play.

VIDEO EXCHANGE LESSON

The student submits a recorded performance of the current repertoire, to which the instructor responds with video feedback, written notes, and supplementary materials.

REASSIGNMENT OF CANCELLED SLOT

If another student cancels within the same week, the vacated time slot may be offered on a first-come, first-served basis.

Instructor Absences

The instructor may be absent for a limited number of weeks throughout the year, with advance notice provided. In such cases, the studio reserves the right to arrange a qualified substitute instructor or to schedule a make-up lesson at a mutually convenient time.

Discontinuation of Lessons

Families intending to discontinue lessons are required to provide at least **30 days' written notice**. Since tuition is paid month-to-month based on lessons taken, no further payment is required beyond the lessons attended during the notice period. The studio reserves the right to discontinue lessons at its discretion, including circumstances involving sustained lack of engagement, repeated last-minute cancellations, or failure to comply with the terms of this policy.

02 TUITION

Monthly Payment

Tuition is paid on a monthly basis, with each month's total based on the number of lessons scheduled that month. Families are asked to confirm the number of lessons in the coming month and submit payment accordingly during the **first seven days of the month**. There is no fixed monthly amount; payment reflects only the lessons that take place.

Because the number of weeks in a given month varies, monthly totals will differ accordingly. A separate *Tuition Information* document provides current per-lesson rates and sample monthly totals for reference.

MAKE-UP CREDITS

Make-up credits carried over from a previous month may be applied to reduce the lesson count for the current month (for example, one unused credit from the prior month means three lessons are paid in a 4-lesson month rather than four). However, tuition for the current month is still due within the first seven days — the use of a credit reduces the amount owed but does not change the payment timeline.

Accepted Methods of Payment

CHECK payable to Kelly Shin

ZELLE 213-219-3633

VENMO @kellyshinpiano

CASH

Late Payments

Payments submitted more than seven days after the start of the month are considered late and are subject to a **\$20 late fee**.

Additional Fees

A one-time **registration fee of \$30** is assessed per student upon enrollment. Participation in recitals, workshops, and other studio events may require additional fees, which must be remitted in advance of the event.

03 EXPECTATIONS

To support a productive learning environment, students and their families are asked to observe the following expectations:

Punctuality & Preparedness

Students are expected to arrive on time and bring all required materials to every lesson, including lesson books, supplementary music, completed theory assignments, and the lesson binder.

Consistent & Focused Practice

While individual goals vary, all students are expected to practice a minimum of **five days per week** in a suitable practice environment. Parental involvement is strongly encouraged, particularly for younger students.

Access to a Well-Maintained Instrument

Students must have regular access to a well-maintained acoustic piano at home. Digital instruments are acceptable only if they feature **88 weighted keys** and functioning pedals. Acoustic pianos should be professionally tuned at least once per year.

04 EVENTS & PERFORMANCE

Performing is part of study at this studio. All students are required to participate in studio recitals and are expected to attend additional studio events. Advance notice of every event is provided.

Spring Recital

The studio holds one full recital each spring, and every student performs. The date is announced at the beginning of the year so that families can plan well ahead. Please set the time aside and make every effort to attend.

Winter Gathering

A smaller winter performance and potluck is held as well. Its format depends on how many students are able to take part, and details are shared once participation is known.

Group Theory Classes

Group theory classes are **required** for students preparing for Certificate of Merit or ABRSM examinations. Dates are announced in advance.

Workshops

Additional workshops may be scheduled ahead of a recital or a competition, giving students time to prepare and to practice performing.

Event Fees

Participation fees vary from event to event and are set as each event is planned. The fee is announced together with the event and must be remitted in advance.

05 ADDITIONAL

Parents are welcome to schedule a conference with the instructor at any point during the year to discuss student progress or address any concerns. Lesson times may be rescheduled as needed and as mutually agreed upon. Tuition rates are reviewed annually and may be adjusted at the start of each calendar year.



ACKNOWLEDGEMENT & AGREEMENT

Please sign and return this page to the instructor.

Dear Parents and Guardians,

By signing below, you confirm that you have read, understood, and agree to abide by the terms outlined in the 2026 Studio Policy. Your signature acknowledges acceptance of the scheduling, tuition, and participation requirements set forth in this document.

I have read and agree to the terms of the 2026 Studio Policy.

STUDENT NAME(S)

PARENT / GUARDIAN NAME

DATE

PARENT / GUARDIAN SIGNATURE
