

Reginald Jackson  
Saxophone/Clarinet Instruction

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## 2007-2008 Studio Policy

### Lesson location

11705 Nairn Road  
Wheaton, MD 20902

### Private Instruction

- Weekly private instruction is offered to beginning and advanced students.
- The school year is divided into two (19 calendar week) semesters.
- The first semester is from Sept. 4, 2007 until January 10, 2008.
- The second semester runs from January 28, 2008 through June 5, 2008.

### Calendar

Lessons are not scheduled during the Montgomery County Public Schools' holidays of Thanksgiving break, winter break, spring break, Memorial Day or Labor Day. Lessons will be held on various Monday holidays throughout the year, i.e. Yom Kippur, Columbus Day, Martin Luther King Day, Presidents Day, etc.

### Tuition

- Tuition is due in equal installments on the 1st of the month unless you wish to pay the entire amount at the beginning of each semester.
- Tuition includes one private lesson per week.
- Tuition includes the cost of the recital given at the end of each semester
- Tuition covers the cost of the CD given to each student as a record of his/her achievement.
- Tuition does not include the cost of music and other materials.

***Tuition is a semester fee indicating a commitment to study for the entire semester. Monthly tuition remains constant regardless of the number of lessons received in a given month. There is no per-lesson fee and no deductions will be made for missed lessons. You may pay tuition on a semester or monthly basis.***

Lesson length	tuition	deposit	semester payment	monthly payment
30 minutes	\$585.00	\$117.00	\$468.00	\$117.00
45 minutes	\$805.00	\$161.00	\$644.00	\$161.00
60 minutes	\$1005.00	\$201.00	\$804.00	\$201.00

Students entering the program any time after the first week of classes are subject to the same policies as the other students. They are registering for the remaining time of the semester. Tuition will be prorated for new students. They must pay the nonrefundable deposit upon registering for lessons. The deposit will be the final payment for the semester.

### **Missed Lessons**

- Only lessons missed due to illness can be made up. There will be no make up lessons due to vacations, birthday parties, school activities, sports activities, etc. To allow some flexibility, you may arrange to trade lessons with a student who has the same length lesson. I will provide a studio schedule and studio telephone directory to each student. If you do not wish to be included in this directory please let me know and your telephone number will not be given out.
- All lessons missed by me will be made up.
- There will be one week for make-up lessons each semester: January 14-17, and June 9-12, 2008.
- Each student is limited to one make-up lesson per semester.
- Make-up lessons are not cumulative. If you don't use your make-up lesson the first semester you cannot have two at the end of the second semester.

### **Termination of lessons by student:**

**Students are registering for lessons for the entire semester. Termination of lessons is appropriate only at the end of the semester. If lessons are terminated before the end of the semester the tuition payments for the balance of the semester would still be due. Students moving out of the area and giving me at least 30 days notice will be handled on an individual basis.**

### **Termination of lessons by teacher:**

**If a student does not practice or is chronically absent or late the teacher may terminate lessons. A one month probation period may precede lesson termination.**

### **Fall Scheduling**

- A nonrefundable deposit is due by June 9, 2007 to hold your place in the fall 2007-2008 class. The deposit will be one fifth of the semester tuition and will be used as the last payment of the semester. If I do not receive a registration form and deposit by June 9th I cannot hold a place for you.
- Please return the enclosed scheduling form and your deposit with your 1st, 2nd, and 3rd choice for lesson times. I will notify you of lesson times by the second week of July.

## Studio Guidelines

- The Jackson-Sampson studios are located in our private home rather than an outside public facility. In order to provide a peaceful, positive teaching and learning space for students and ourselves the following guidelines are necessary:
- Parents are welcome to wait in our living room (only) during your child's lesson.
- If the living room gets crowded, you might consider waiting at the Wheaton Regional Library. With overlapping reed and flute students it is possible to have as many as 4 parents and 4 younger brothers or sisters waiting.
- The downstairs is off-limits to anyone except flute students and parents invited down by Ms. Sampson. When Ms. Sampson is not teaching this is her only refuge from the storm.
- Our knickknacks are not toys. Please keep your children's hands in check.
- Under no circumstances can we teach a lesson while baby sitting other children. There can be no unsupervised children in the house at any time.
- Considering the amount of traffic our living room receives, please be gentle on the furniture. Nothing of any nature on the piano or the piano bench.