

Kyle Gullings Music Studio

Private Instruction in
Music Theory, Ear Training/Aural Skills, & Composition

Takoma Park, MD
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Studio Policy

(Revised: March 2010)

(Changes to this policy will be announced by email and posted on my website.)

MISSION STATEMENT:

My students come from a variety of backgrounds: beginner and advanced, young and old, amateur and professional. They enroll in order to improve their grades, test out of upcoming classes, enhance their musical performances and studies through increased music literacy, exercise their creativity, and enrich their lives.

What they all have in common are a love for music and a recognition that actively engaging with music is an important part of who they want to be. It is my desire as a music educator to give my students the tools and inspiration they need to succeed in making music a rewarding and lasting part of their lives.

SCHEDULING/CANCELLATIONS:

1. **Scheduling** – Lessons are normally scheduled on a monthly basis, though other arrangements are possible.
2. **Attendance** – Students are expected to attend all scheduled lessons, and to notify the instructor promptly if they cannot make their scheduled time.
3. **Excused Absences** – The studio requires 24 hours notice for Excused Absences. A lesson missed due to an Excused Absence will be rescheduled at no additional cost or, if this is impossible, credited to the following month's balance. While every effort will be made to accommodate unforeseen circumstances, lessons canceled less than 24 hours in advance will be considered *unexcused*, except at the instructor's discretion.
4. **Unexcused Absences** – Lessons missed without notice ("no-shows") or canceled with less than 24 hours notice are considered Unexcused Absences and may not be made up or refunded except in cases of emergency, at the instructor's discretion.

5. **Instructor Commitment** – If the instructor cancels a lesson, the student will automatically receive credit for one lesson, or – at the instructor’s discretion – a full refund for one lesson.
6. **Location** – Lessons will be held at the instructor’s home studio, at the student’s home (transportation fee applies), or in a suitable public place.
7. **Termination of Lessons** – Enrollment in lessons is entirely voluntary. Either the student or the instructor may terminate lessons at any time and for any reason. If the student or parent requests termination, previously scheduled lessons may not be refunded.

MATERIALS:

1. **Paper and Pencil** – All students are required to bring manuscript paper (staff paper) and a pencil to every lesson.
2. **Other Materials** – For *theory* and *ear training*, a suitable textbook will be recommended. For *composition*, outside score study and listening will be strongly encouraged, and reading may also be recommended.

PAYMENT:

1. **Cash** (preferred) or **personal check** are the only payment methods accepted.
2. **Payments** are made on a monthly basis and are due at the beginning of first lesson of the month.
3. **The first lesson** is a “**trial run**” for us both. Only payment for a single lesson is due at this time. Payment for the remainder of the month’s lessons is due by the beginning of the second lesson.
4. **Regular study** is required for effective acquisition of musical skills. Therefore, students must schedule a minimum of 30 minutes each week.
5. **Per-Lesson Fees** at the Studio follow the scale below:
(Certain discounts are available, such as long-term payment or small groups.)
 - 30 minutes: \$25
 - 60 minutes: \$40
 - 90 minutes: \$60
 - 120 minutes: \$80

Please contact Kyle Gullings with any questions or to schedule a lesson:

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