



**LOZIER**  
**MUSIC**  
LESSONS + EDUCATION

[www.loziermusic.com](http://www.loziermusic.com)

## **Creating Musical Relationships for Life**

Student Handbook  
2014-2015 Session

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## 2014 Annual Update

To all our returning students, welcome back. And to those students who have joined over the summer, welcome, we are glad to have you.

There are some changes in our staff, as we continue to grow. Our support staff now includes Cole, Nima and Joe at the front desk. Cole will serve an additional roll of marketing coordinator. We now have 5 Simply Music teachers. A fifth teacher will be added in January and will start training in October. Chris is our guitar teacher and Trisha will teach flute.

Lozier Music has worked with several teachers in the past few years to offer a young-child program that not only met the demand but also fit well within the studio. While the other programs all had excellent characteristics, we are excited to offer a new program connected with Simply Music, **Simply Music Rhapsody**. A young child program that is a perfect fit and feed into Simply Music piano lessons as well as a fantastic prep for learning all instruments.

We will be open Monday, Tuesday, Wednesday and Saturday in the fall. Based on studio growth and staff availability, additional days may be added.

We've also revised some policies to help handle the growing studio. These policy changes are mentioned below and explained within.

### [Attendance and Make-ups](#)

Make-ups will now be in the form of specific times. For guitar there will be 2-3 options per week of make-up times that will be set up specifically for make-ups. For piano, there will be specific times with Carrie Lozier. We have also added specific make-up sessions for Level 4+ so more advanced students can be in a higher level class. There will be NO make-ups, credits or reschedules except for these specific review sessions.

Students are asked to

1. Contact the studio if you will not be able to attend your lesson (at least 24 hours before).
2. Call a student in your lesson or your teacher if necessary to get your assignment and come prepared to your next regular lesson.
3. Enroll with the staff and come to the specified make-up session as desired.

### [Events](#)

We are continually looking to create new opportunities for students.

Performances this year will include continued opportunities at senior homes, new opportunities at coffee shops, and our formal annual recital at the end of the year.

Creating Musical Connections for Life...

Carrie Lozier  
Director of Music

Jacob Lozier  
Business Director

Lozier Music offers music lessons and education for all ages, including piano, guitar, other instruments, and options for infants through toddler. Piano lessons are offered exclusively through the breakthrough Australian Simply Music curriculum. Simply Music provides breakthrough results, and we are committed to achieving those results with our students. We attempt to apply similar principles to our other class offerings since we have seen the outstanding results they provide our students. These results require a cooperative effort between student, teacher, and parent (if the student is a child). The following policies are designed to facilitate the entire process and ensure that your investment in this lifelong skill yields the highest possible return.

### **Fundamental Goal of Lozier Music**

## **LOZIER MUSIC IS A STUDIO OFFERING FAMILIES INTUITIVE INSTRUCTION THAT BUILDS MUSICAL CONNECTIONS FOR LIFE.**

Everyone without exception is musical! We truly believe we can teach anyone to play, IF that person really wants to learn. Our instructors also have unique experience bringing

the joy of music to students with brain injuries, dyslexia, and autism, preschool and grade school children, and seniors. Due in part to the breakthrough Simply Music method, students with no previous experience are playing great sounding pieces within the first few lessons. While Lozier Music primarily offers Simply Music piano lessons and guitar lessons, other instruments may be available, also adopting some Simply Music concepts into their lessons.

### Fundamental Goal of Simply Music (Piano)

**To maximize the likelihood of students acquiring  
and retaining music as a lifelong companion.**

Toward this end, the four specific Simply Music goals are for students to:

- Experience playing as a natural self-expression;
- Play a vast repertoire covering a broad array of musical styles and genres;
- Develop the ability to self-generate, i.e. the ability to progress independently. This includes developing a foundation of music reading, writing, composition, improvisation, arrangement, structure and theory etc;
- Have a highly positive, self-affirming experience throughout the music learning process
- 

### Contact Information

#### *Lozier Music*

Contact information for Lozier Music:

Phone: (248) 844-1024

Mail Address: 2118 W. Auburn Road  
Rochester Hills, MI 48309

EMAIL:

General questions: [info@loziermusic.com](mailto:info@loziermusic.com)

Scheduling: [staff@loziermusic.com](mailto:staff@loziermusic.com)

Billing: [billing@loziermusic.com](mailto:billing@loziermusic.com)

To contact Carrie, please contact the staff to schedule a phone call or meeting.

**Office Hours**  
Monday – Wednesday  
4:00 PM – 8:00 PM  
  
Saturday  
9:00 AM – 2:00 PM

#### *Students (and Parents)*

It is important that our records reflect your latest contact information should we need to contact you. Please update your account online or inform the office of changes to *any* of your contact information including credit card information such as billing address and expiration date.

Lozier Music uses email as the primary means of communicating with students – for scheduling, account & balance information, upcoming events, and changes to classes.

**Please provide an email address that you check frequently.** If you do not use email or prefer other communication method, please let us know.

### Registration

Lozier Music attempts to provide a streamlined registration to gain appropriate information related to students' participation in lessons. Registration consists of the following steps:

1. Student (and Parents) will be asked for basic contact information (including phone and email) when you contact the studio. The staff will assist you in enrollment and attendance of a FREE Introductory Session
2. Student (and Parents) will be given enrollment options, and choose to begin lessons.
3. Students work with studio staff to determine an appropriate lesson time
4. Students begin their lessons
5. Students complete Registration Process:
  - Student (and Parents) read through the Student Handbook
  - Students (and Parents) should initial the Student Contract and Sign it and return it to office staff before leaving the studio following THEIR FIRST LESSON.
  - Students (and Parents) will be asked to sign a photo/video release form to allow the studio to use any media with their student on our website or other publications. While agreeing to release your child's media is option, the form is not. All students need to have a form on file.
  - Students (and Parents) will also be given additional various informative documents informing them of important details related to their lessons.

Below are the reasons for some of the information we request **during registration**:

- *Birthdates of students* – there are several reasons for birthdays. First, Simply Music (piano) asks that we report this information in the student registration system to help them in tracking age of students for marketing and future product releases. Also, Lozier Music uses this information in creating lesson groups that will work best together and to celebrate with you on your special day.
- *Medical Conditions, Allergies, etc* – in our online registration system, this field is requested. We ask that you complete this and make staff and instructors aware of any concerns related to this. We make every attempt to create a safe and healthy environment for our students, and appreciate your confidence in addressing any concerns for your child.
- *Photo/Video Release* – as the release (optional) explains, we frequently have media taken at our events and may post photos or videos to the website (to share with both you and the public) and also publish this media for advertising or demonstration. Our best tools in drawing new students are the results and students we currently have in their element, Creating Musical Relationships for Life.

## **Enrollment**

Lozier Music is committed to our mission to creating musical relationships for life. However, like all new things, we have found that there is a period of adjustment when starting lessons (or switching to a new lesson). After years of experience, we have found that it takes several months for a student to get a good understanding of the method and to adjust their mindset around this new adventure they have begun. Lozier Music requires all new students to "try it" for two full months of lessons.

If at any point you have questions, or are unsure about anything, please talk with the staff, your teacher, or with the directors. We want to hear your questions, and be able to work with you on this journey with music. We find that many new students avoid asking questions when they are unsure which generally leads to them quitting. However, the

students who seek answers to their questions are often able to find solutions which lead to a satisfying lesson experience.

### **Roles and Responsibilities**

*Note: Items below in BLUE italics are specific to Simply Music piano and may not apply to other students. All other items apply to ALL students (including Simply Music Piano)*

**All new students will participate in an orientation discussion during their first few weeks of lessons – which will be led by the teacher as part of the class.**

The following roles and responsibilities are in place in order to ensure the best possible results and to help foster a relationship with music for all students. Students and their parents, as well as teachers have important roles to play in this process. A staff member can discuss these further with you should you have questions or concerns.

#### *Parent (or self for adults)*

In the lesson, the parent's role is to be an active observer and participate in discussions (not behind a cell phone, book, or newspaper!). The parent is considered a "life coach" for their child in the lesson and at home. Adult students serve as their own life coach, or finding someone else to fill this role can be beneficial.

At home, the parent's role is to support the child in effective practicing and by:

1. Providing an instrument that is in good condition within one (1) week of starting lessons
    - *Recommended Tuner: Clem Fortuna, [www.fortunapiano.com](http://www.fortunapiano.com), (313) 527-TUNE [8863]*
    - Recommended Guitar: Motor City Guitar, [www.motorcityguitar.com](http://www.motorcityguitar.com), 248-673-1900
  2. Providing the child with an environment that is most conducive to successful practice sessions. Consider placing your instrument in a high traffic area that is well lit.
  3. Ensuring that the child gets to the piano each day at the established time and completes all assignments.
  4. Ensuring that the playlist is "checked off" and "kept alive".
  5. *Watch the DVD at least once a week and as needed when the student is stuck and to keep moving forward with material covered in lessons, but do not allow the student to go ahead with material not covered in the lesson.*
  6. *Listen to the CD as much as possible.*
  7. Replicate whatever requests are made of the student by the teacher.
  8. Read any forms or sheets sent home with the student. Read email updates and announcements on the bulletin board.
  9. Meet financial commitments by the due date.
  10. Commit to a long-term relationship with piano lessons and structured practice at home.
  11. Support and encourage your child's (or your own) progress by attending lessons. Parent attendance is required for students aged 15 and younger unless otherwise discussed with the teacher.
- All electronic and wireless devices must be turned off during the lesson**
12. Allow the teacher to be the teacher



### *Student*

- *maintain your playlist*
- document and follow teacher's instructions carefully
- read your notes book every week to make sure your assignments are completed
- bring all books to your lesson every week
- be courteous and respectful to everyone present in class
- practice 15-20 minutes per day – 5-6 days per week
  - After the first year, this will typically increase to 25-30 minutes per day
- fill out teacher evaluation at the completion of each level
- commit to a long-term relationship with music

### *Teacher*

Lozier Music takes great pride in its teachers. Students and parents can expect that the teacher will:

- provide instruction as a Simply Music 'method coach'
- be prepared, on time, enthusiastic, and patient during lessons
- maintain strong communication and be available for questions and concerns
- practice 20 minutes per day, 5-6 times per week (just as required for the student) in order to maintain their own playlist
- learn new pieces and create their own compositions to expand their playlist
- continue to train in new levels and auxiliary programs
- *be coached through the Simply Music method*
- *attend a Simply Music conference annually at various locations around the country*
- actively participate in discussions and meetings with other teachers

### *Siblings (Child Care)*

We at Lozier Music value a parent's commitment to all of their children. However, in an effort to provide the best possible service to all of our customers, we request that young children not sit in on lessons. It is important to the success of all students that they (and their parents) can devote their attention to the teacher and the lesson.

- For children capable of entertaining themselves, but requiring general supervision - Office Staff can keep an eye on them while you are in the lesson. The staff will not be exclusively in the play area, but will check in periodically.

Lozier Music will make every attempt to provide safe and clean toys. However, we maintain no responsibility for injury while use of these items and ask that they are used with care.

### **Practicing/Home Materials**

Students are expected to practice 15-20<sup>1</sup> minutes per day, 5-6 days a week. A consistently scheduled practice time, at the same time each day, is important for success. (For younger students, shorter sessions several times a day are best.)

- ***It is important that the student practice at the same time each day.***

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<sup>1</sup> As students advance through the program, and their play list grows, additional practice time will be required. 15-20 minutes is the recommended starting point for beginning students. Your instructor can help with practice time recommendations for more advanced students.

- *It is important that the student practices on the same day of the lesson to reinforce what was learned.*
- *The student home materials must be utilized as directed by your teacher.*
- *The playlist must be kept alive, marked daily and turned in at each lesson. Parents are accountable for ensuring this happens if the student is not an adult.*

### **Flexible Learning Environment**

At Lozier Music, the ongoing **flexibility of the learning environment** is important for optimal results and may be affected by various factors, including but not limited to:

- The configuration and size of the lesson may change periodically.
- Shared lesson times MAY need to change at times to better accommodate the group.
- If you are left in a private lesson, there will be a grace period of 30 days before an alternative arrangement or private lesson rate will begin.
- Lesson durations will be adjusted for the size of the group based on the following:

No. of Students	Duration (minutes)
1 (private)	25
2-3	30
4	40
5	45

### *Teachers*

- Several teachers are employed at Lozier Music. Students are assigned to a regular teacher according to schedule availability of both the student and teacher.
- Students, however, are enrolled at Lozier Music and not with a specific teacher. As such, classes may occasionally be conducted by a teacher other than the regular teacher.
- If you have concerns about your teacher or class, please discuss this with your teacher. If you feel your concerns are not being resolved, please contact the director (Carrie Lozier) through the office staff.

## **Attendance**

When you enroll into lessons, you are paying to secure a specific time, on a specific day. This is your time that you are paying for, and this time is set aside, for each paid month, as your exclusive time. As such, classes missed for any reason cannot be credited. Students are responsible for regular attendance during their scheduled lesson time. A parent is also required to attend their child's lessons as described in the [Roles and Responsibilities](#) section.

Lessons begin in September and continue through the entire month of June. A Summer Session will take place during the summer (July & August).

There will be NO credits, or refunds for any reason. This includes absences from regular lessons due to family vacations, sports, illness, and traffic and weather conditions.

### **Piano Shared Lesson Make-up**

Piano lesson make-ups are scheduled and on the studio director calendar in advance. The times will most likely be the same each week and all make-ups during the week will be by Carrie Lozier. There will be on make-up on Saturday taught by Rachel Geans. .

A Make-up may be available (for piano) IF:

1. The student (or parent) contacts the studio before their scheduled lesson they plan to miss and 24 hours in advance.
2. A make-up time is available, scheduled, and occurs no more than one month from the lesson missed
3. Students may attend only one make-up lesson per calendar month in the regular session (September – June)

**Make-up lessons will not be rescheduled or made-up if missed.**

### **Private Lesson Make-up**

Make-ups for private lessons are available at the discretion of your teacher and the staff. The requirements for shared lesson make-ups (above) apply. In many cases make-ups will not be private. This includes guitar, private lessons for piano, or other instruments.

**If you must miss a lesson, follow these guidelines:**

- Contact the studio or your teacher prior to missing the lesson
- It is the responsibility of the student or parent to contact a classmate for class notes and clarification of assignments. E-mail addresses and/or phone numbers should be exchanged during class for this purpose.
- Go ahead in the DVD as instructed by the homework assignment so you can prepare for the next class.
- Look into attending a make-up session. Scheduled on the events calendar by the 1st of the month.

- **No credit is issued for missed lessons.**

You may also schedule a 25-minute individual make-up lesson ([see Tuition section for price](#)); though this is generally not necessary.

### *Incident Weather Policy*

In the event that schools are closed due to the weather, the general policy is as follows:

- Lozier Music studio will generally remain OPEN unless Oakland University's afternoon/evening classes are cancelled.

- The first 2 snow days will not be make-up, refunded or credited. They are added in to your tuition price. After the first 2 snow days we will make-up lessons in the manner below.
- Call Lozier Music Studio or check your email prior to your lesson if you think there is any chance that classes may be cancelled
- If you opt to not attend that day, the usual make-up requirements and options apply.
- If the weather is severe and classes are cancelled, the studio voicemail will be updated and an email will be sent to all students with information about the cancellation. This decision will be made 3 hours in advance of lessons (generally 1:00 PM for evening lessons) or as soon as weather conditions require cancellation. The following will be available for make-up:
  - o Make-up sessions will be scheduled by level for larger group make-ups on Thursday-Saturday for piano or our regularly scheduled make-up times.
- No credit or refund will be issued.

### **Holiday Observance**

We will teach lessons on some national, bank, and school holidays. You will be notified if Lozier Music will be closed on dates other than noted below:

We observe the following holidays or vacations – no lessons will be held:

- Labor Day weekend
- Halloween On a Friday this year
- Thanksgiving -- November 26-29 (Wed-Saturday)
- Holiday Break- December 19-26
- One week for teacher training (time/day to be determined)
- January 19<sup>th</sup>- Martin Luther King Day
- Spring Break / Good Friday / Saturday / Easter April 2-10
- Memorial Day weekend May 23-25

Our regular schedule goes through the end of June.

*Dates may change based on school break schedules.*

### **Extended Vacations**

Please let your teacher and/or studio staff know well in advance (at least two weeks) of an extended absence (including vacation). If you choose to take an extended leave for any reason, you will have two options:

1. Paying tuition to reserve your regular timeslot. You will be entitled to attend other classes for make-up of the classes you missed - both before and after your vacation (see Attendance Make-up Policy). You will return to the same class, provided the missed material is learned in a timely manner.
2. Discontinuing classes temporarily and re-enrolling with the appropriate level and available time slots upon return. Class placement may allow for review of material previously learned. Your re-enrollment is not guaranteed and the enrollment fee will be assessed. We will do our best to place you upon your return. In the event that we cannot place you, you may be put on a waiting list.

Regardless of your decision, you will need to discuss your intentions with the studio staff prior to your leave. Taking a month off of lessons without paying tuition is not an option.

### *Instructor Vacations*

Lozier Music encourages it's instructors to take vacation time during the Holiday weeks above or during the summer months (July & August). Some instructors may need to take time off. Your instructor will discuss these instances with you and you will have the option to adjust your lesson time, or your lesson may be taught by another instructor. Your patience is appreciated.

### **Etiquette**

#### *Parking*

- Ample parking is available for the studio, including a handicap parking space immediately in front of the studio.
- Please use caution while driving and walking through the parking lot. The studio is near a busy entrance.
- Lozier Music assumes no responsibility for damage to your vehicle while parked during your lesson.

Lozier Music will work with property management to exercise due diligence in maintaining the property to ensure you can park and proceed safely to the studio entrance. During the winter season, snow and ice will be removed as quickly as possible for your safety from the path and driveway. Lozier Music is not responsible for clearing snow from the parking lot and road and cannot predict when plow vehicles will do so. Please exercise caution while traveling, parking and walking on roadway and parking lot surfaces.

#### *Waiting Area*

In order to help maintain the studio environment, please limit food and beverage use inside the building to low mess items and beverages with lids. Should an accident occur with food or beverages, please let studio staff know immediately to aid in clean-up.

Please take a moment while in the waiting area to sign-in for your lessons, review the announcements being displayed, sign up for activities, and relax while you wait.

Student and parent coats and other materials should be placed in the provided storage cubbies (and coat hooks) to limit items in the studios.

#### *Studios*

### **Please, no food, drink or gum in the studios.**

We desire that the Lozier Music studio be a safe and healthy place for everyone. We understand that allergic reactions can be dangerous. For this reason:

- Lozier Music has taken extreme care in selecting soaps for the restrooms and hand sanitizer for your safety. Please feel free to review the products at [www.cleanwelltoday.com](http://www.cleanwelltoday.com)
  - These products are free of alcohol, triclosan, and benzalkonium chloride and are derived from naturally occurring ingredients.
- Lozier Music is committed to providing the cleanest, safest environment possible. We will be checking and cleaning restrooms several times throughout the day. Please report any concerns to office staff.
- Please refrain from wearing personal fragrances other than pure essential oils (this applies to both men and women).

- **The Lozier Music studio is a nut-free zone.** Please do not bring anything into the studio containing any kind of nut. We have several students with known allergies to various nuts.
- We commit to providing a clean, sanitized environment.
- Please wash hands or use hand sanitizer prior entering the studio to help control the spread of germs and maintain the health of other students as well as our staff.

**Please arrive several minutes prior to your (or your child's) scheduled lesson time.**

**Prior to entry into the lesson rooms, please turn OFF your cell phone or turn to vibrate.**

**Please DO NOT answer calls in the studio rooms.** Should the call be urgent, and you need to answer the call, please leave the room PRIOR to answering.

**DO NOT bring food, gum, candy, or beverages into the studio – several restaurants are available in the shopping center for your dining enjoyment. Beverages with lids are permitted in the waiting area and studio rooms.**

#### *Studio Damage*

The studio has been designed and built for the benefit of all students. The studio rooms, restrooms, toys, pianos, televisions, and other items in the waiting area are being provided as a courtesy to students, parents, and sibling. We respectfully ask that you take responsibility (for yourself and your children) while using, cleaning up, and maintaining the integrity of the studio, waiting area, and restroom so those following you may also enjoy these amenities.

Should damage or mess occur, please report this to office staff or to your teacher at the next possible break so that injury and other results may be avoided and issue addressed. We appreciate your cooperation.

#### **Tuition**

##### *Enrollment Fee*

**Enrollment fee is \$25.**

For all New students, a one-time enrollment fee will be assessed with the first month tuition and materials payment. This fee helps to cover the cost of enrollment, orientation sessions, and staff hours required for new students.

##### *Lesson Fees*

**Standard lesson tuition is \$100, paid monthly, for regular lessons.**

During the regular session, students will receive 3-5 lessons per month. (September - June). The average weekly cost is \$25 per lesson. This fee is averaged over the entire 10 months (September thru June) allowing for a consistent monthly rate. These fees do not contain student materials.

**Monthly tuition payments are paid in advance for the upcoming month. They are due by the last lesson of each month or no later than the 1<sup>st</sup> of the month.** This covers the following month's lessons, and secures your space for that month. A statement will be issued mid-month via e-mail for the following month's tuition and any materials that are to be ordered. Tuition is due (in advance) on first day of each month.

Simply Music Rhapsody classes offered at Lozier Music vary in tuition rate. Discuss these classes with a staff member.

### *Discounts*

To help manage lesson cost for families, a sibling discount is offered. For each sibling of a full paying student, the pay structure is the same with a \$10 discount per month. Students that set their account to recurring payment (with credit card) will get 5% off their monthly tuition.

### *Summer Lesson Fees*

**Summer Lesson fees are \$100 (4 weeks) or \$150 (6 weeks).**

The summer session (July and August) includes a 4-6 weeks session (student's choice). We recommend students continue lessons through the summer. A summer session enrollment period will take place in May or June, when students will be able to pay and enroll.

If students forgo lessons in the summer, pre-payment for the following fall session is required for priority in fall enrollment and avoid the \$25 enrollment fee for re-enrollment. Students who take summer lessons or pre-pay will have priority for scheduling in the fall. Otherwise students may be placed on a waiting list if space is not available. Prepayment is non-refundable.

### *Discontinuing Lessons*

Should you decide to discontinue lessons, we require that you give 30-days notice.

- Cancellation of lessons requires the 30-day Notice of Cancellation form (available from the staff, by email, or on website) that must be dropped off, mailed, or emailed to Lozier Music:  
2118 W Auburn Rd, Rochester Hills, MI 48309  
staff@loziermusic.com
- Form must be received by the 5th day of your last month of lessons
- If your notification is received after the 5th, you will be asked to pay for lessons through the following month.
- Should you choose not to pay, the credit card on file will be charged any outstanding fees, including late fees discussed above as applicable.
- Tuition refunds cannot be issued for this period.
- Partial month payments will not be accepted.

### *Scholarship Application*

Need-based scholarships will be considered by Lozier Music management. Please contact the studio to arrange to discuss this further and to fill out an application.

### *Private Lessons*

Lessons are most effective in a shared lesson environment. Tuition for private lessons may be required under some circumstances, which may include students with special needs. The decision to allow private lessons will be based on the teacher's discretion.

**Lesson fees for private lessons are \$150, paid monthly.**

Occasionally an extra private session may be necessary. There is a \$35 charge for each 25-minute private session.

### *Pay Tuition On Time*

- If account balance is not paid in full on or before the 1<sup>st</sup> of the month, tuition will increase by \$10 for that month.
- If account balance remains unpaid after the 7<sup>th</sup> of the month, tuition will increase by an additional \$10, and students will not be permitted to attend the next lessons until tuition is paid.
- If account balance remains unpaid after the 11<sup>th</sup> of the month, the student will be dropped from their class, however all tuition for the month will remain due. The student will be required to pay an enrollment fee upon re-enrollment, and there is no guarantee space will be available.
- Following the second month in which tuition payment is late, credit card payment will be required with automatic recurring payment will be required for future months.

Lesson Type	Enrollment Fee	Standard Tuition Due Date: 1 <sup>st</sup>	Tuition Paid After the 1st	Tuition Paid After the 7th
Shared Piano	\$25	\$100	\$110	\$120
Private Piano	\$25	\$150	\$160	\$170
Other Instrument	\$25	\$100	\$110	\$120
Young Child	Enrollment Fee and Tuition collected and defined by Team Music			

### **Materials Fees**

#### *Simply Music Piano*

As you near the completion of each Foundation Level, you will be notified of the need of additional materials. You will be given a card to present to studio staff to order materials and the amount due for the next set of Student Home Materials will be communicated, for which payment is required in advance of ordering the materials. **Each material order per student will include sales tax and \$2.50 shipping & handling fee.**

#### *Cost for Foundation Level Materials*

Most students will purchase 2 - 4 sets of Foundation Level Student Home Materials per year.

#### **\$45 (+ sales tax) for each Foundation Level**

#### *Cost for Development Level Materials*

Most students will purchase 2 - 4 sets of Foundation Level Student Home Materials per year.



## **\$10 (+ sales tax) for each Development Level**

### *Cost for Auxiliary Level Materials*

Most students will also purchase 1 - 3 sets of Auxiliary Program Materials per year.

## **\$12-29 (+ tax) for each Supplemental Program**

If you have questions about the cost of materials, please ask staff for clarification.

### *Other Instruments*

Materials for each instrument will vary. Recommendations based on instructor experience will be communicated. Materials may be available at the studio or may be the responsibility of the student to locate and purchase.

## **Payment Plans**

Three payment plans are offered for regular, monthly lessons (not including classes (does not apply to materials & other fees):

- Monthly – as mentioned in the tuition section
- Quarterly – pay in advance for three months at a time and receive 4% discount on your regular tuition (quarterly can apply to any three months, however, remaining single months will be charged at regular tuition rates.)
- Annual – pay in advance for the entire session and receive 7% discount on your regular tuition

As with all tuition payments, payment plan payments are non-refundable (in part or in whole).

## **Referral Bonus**

Lozier Music offers a referral bonus for all new students referred to the studio. The referral bonus will be paid after the new student's first two regular months (summer, July/August is a single month) of lessons are completed.

Referrals can be friends, acquaintances, or relatives who are interested in learning more about the Simply Music method. Please have potential new students contact Lozier Music and mention you referred them. When a new student signs up due to your direct referral, you will receive a **\$50 referral bonus**.

Additional referral bonuses will not be given for additional students signing up from the same paying household as an existing or newly referred student. Bonuses will be limited to \$50 per referred household.

## **Payment Options**

Lozier Music accepts several payment options for your convenience – Cash, Check, or Credit Card.

Student Invoices will be sent mid-month for regular payments due the first of the month. All check, cash, and manual credit charges are due by the 1st of the month. Payments after will incur additional charges as specified above.

### *Credit Card*

Payments can be processed through our online scheduling and payment system (The Studio Director) is available for your convenience 24-hours a day. You can access your account and apply payment through the secure online connection.

[www.thestudiodirector.com/loziermusic/portal.jsp](http://www.thestudiodirector.com/loziermusic/portal.jsp)

Credit card payments will be processed on the 1st of every month for those choosing recurring payment.

Should you need to change your credit card or pay with an alternative method, you can do so at any time in the online scheduling and payment system (The Studio Director). You can access your account and apply payment through the secure online connection.

We accept Visa, MasterCard, and Discover cards.

### *Check – Personal, Business, Cashiers*

Please make checks payable to "Lozier Music"

Check payment can be dropped off at your lesson with the office staff, mailed to 2118 W. Auburn Road, Rochester Hills, MI 48309, or left with your teacher in an envelope.

All returned checks will incur a mandatory fee of \$30. The issuer will be responsible for any additional bank fees in excess of this.

### *Cash*

The studio accepts cash payments as well. However, for the safety of our staff, cash is not kept on hand at the studio, and change is not available. Please bring exact change for your payments, or extra payments may be applied to your account. Cash payments should ONLY be placed in the studio lockbox (with students name clearly marked) or handed to your instructor or a staff member. Please DO NOT mail cash payments.

### **New Season Scheduling**

New for enrollment in the 2014-2015 Season, we are planning to simply carry over the prior Season scheduling (June, 2014). Student will have an opportunity to adjust their schedule as needed at given intervals. Classes that have not been prepaid will be available for other students that have. The schedule will be **as follows**.

**NOTE:** Maintaining your time is not guaranteed based on changes to teacher and studio schedules and/or changes required by the group.

### **Shared Lessons**

After 15 years of teaching piano, Carrie has found that shared lessons provide students with an interactive, engaging lesson environment. Shared lessons are the preferred way of learning at Lozier Music; the larger the shared lesson, the more learning that takes place. Shared lessons foster:

- commitment
- a long-term relationship with piano lessons
- excitement for piano
- ensemble playing

- social benefits

### **Recitals and Performances**

Lozier Music studio holds an annual formal recital in June. This is a wonderful opportunity for students to perform for friends and family. The studio will have several events during the year.

These will include a duet/composition recital, performances at senior centers, "Jam Sessions" at family's homes and the formal recital in June.

Information will be available in October for dates/times for the entire year.

### **Evaluation**

- Parents will monitor their child's progress on an ongoing basis at home.
- Parents and/or students may schedule a consultation with their teacher.
- When a student advances to a new level, the Teacher Evaluation form should be completed (parent and student may complete this together). The forms will be collected at the first lesson of the new level.

### **Revisions**

The policies and this document are subject to change without notice. This document may not be reproduced in any manner without the express written permission of Lozier Music.