

STUDIO POLICY

工作室规章制度

Instructional Schedule - Fall, Winter, & Spring Quarter:

- The year is divided into four quarters. The Fall, Winter, and Spring Quarters will be ten-week terms. As a bonus, an additional week will be added at the end of each term and will include special group activities, recitals, and make-up lessons.
- Our schedule follows the school calendar as closely as possible.
- Continuous enrollment in all four quarters is necessary to reserve your place in the studio. You are considered to be enrolled in the studio until you have given me a written notice of termination one month in advance.

教学计划之秋季、冬季和春季学期

- 每年分为4个学期，其中秋季、冬季和春季学期的长度均为**10**周。作为额外的赠送，在这三个学期结束后均有一周的时间用于特别策划的小组活动、汇报演奏会以及补上之前因故缺席的课程
- 关于学期中的各种假期，本工作室的计划会尽可能与本地公立学校的学期计划一致。
- 除非学生每个学期都有注册，否则工作室无法保证您在下一学期获得同样的授课时间和计划。学生在每学期末会被自动注册到下一学期，除非本工作室提前一个月收到您的书面通知表示将终止注册和学习。

Tuition Rates for Fall, Winter, and Spring Quarters:

秋季、冬季和春季学费：

30 Minute Private Lesson: \$267

30分钟私人授课：267美元/学期

(3 monthly installments \$89)

(3个月按月分期付款：89美元/月)

45 Minute Private Lesson: \$360

45分钟私人授课：360美元/学期

(3 monthly installments \$120)

(3个月按月分期付款：120美元/月)

60 Minute Private Lesson: \$459

60分钟私人授课：459美元/学期

(3 monthly installments \$153)

(3个月按月分期付款：153美元/月)

Instructional Schedule - Summer Quarter:

- The Summer Quarter will consist of six weeks of lessons plus the bonus week for make-up lessons.
- During the Summer Quarter students have the option of arranging their six piano lessons individually with me rather than having a regular weekly lesson time. This flexibility will allow student to still get in all of their piano lessons around their travel and summer camp schedule. Lessons will still need to be scheduled with me during my normal working hours and within the dates specified for the summer quarter.
- Please understand that, without payment, it isn't possible for me to reserve spaces in the studio. The studio maintains a waiting list of interested students. It is most equitable to offer lesson times to these students immediately when they become available. Some families actually prefer to begin piano lessons in the summer. Students who have terminated their lessons are always welcome to return, but please know in advance that availability of lesson times may be limited and that your space could not be guaranteed after an absence.

教学计划之夏季学期

- 夏季学期的长度为6周，学期结束之后还有一周的时间用于弥补之前因故缺席的课程。
- 夏季学期6次授课的时间相对灵活，可由学生与本工作室协商确定，而不必像其他三个学期一样必须遵从每周固定的时间。这样的灵活性可以帮助学生避免钢琴课程和其他暑期旅行、夏令营等活动之间的冲突。请注意授课日期需要在规定的夏季学期内选择，授课时间仍然需要在每日工作时间内选择。
- 本工作室无法在学费支付之前为学生预留任何授课时间和位置，敬请理解。有兴趣但暂时未能获得授课机会的学生会被放到等候名单上。为公平起见，授课时间将向马上能够上课的学生开放，而非提前为他人预留。事实上，考虑到相对充裕的时间和其他因素，不少家庭选择让孩子从夏季开始学习钢琴。本工作室非常欢迎以前中断学习的学生回来继续学习。但是请您理解，由于授课时间的稀缺性，我们无法保证您获得之前同样的授课时间。

Tuition Rates for Summer Quarter:

夏季学费:

30 Minute Private Lesson: \$160

30分钟私人授课: 160美元/学期
(2 monthly installments \$80)
(2个月按月分期付款: 80美元/月)

45 Minute Private Lesson: \$218

45分钟私人授课: 218美元/学期
(2 monthly installments \$109)
(2个月按月分期付款: 109美元/月)

60 Minute Private Lesson: \$276

60分钟私人授课: 276美元/学期
(2 monthly installments \$138)
(2个月按月分期付款: 138美元/月)

Recital Fee:

A \$7 per student recital fee will be added to the fall and spring quarter tuition statements to cover recital expenses associated with renting the performance venue, printing programs and awards, and purchasing trophies.

汇报演出之费用:

每位学生须在春秋两季分别缴纳7美元的汇报演出费。该笔费用将用于租赁演出场所、印制节目单、购买奖杯奖状等。

Billing Policy:

- Tuition is due in advance. A bill will be sent by email one week before it is due.
- You may choose to pay the tuition in three installments in the fall, winter, and spring, and two installments in the summer. Tuition will be due the first week of each month of the quarter. (If the first week falls on a holiday the payment will be due the following week.) There will be a \$2.00 processing fee added to the bill if you choose this payment plan.
- For your convenience, credit card payments can be made online through paypal. This is a great way to avoid late fees.
- If a tuition payment is late, a reminder will be mailed to you along with a \$10.00 late fee. If the tuition payment is late for a second week, lessons will be terminated and you will be billed for any outstanding tuition.
- A \$10.00 returned-check fee will be applied to any returned checks. A subsequent \$10.00 late fee may also be added if the delay extends beyond the payment deadline.
- Tuition includes the cost of lessons, theory and musicianship classes, parties, and admittance to special guest performances. It does not cover the cost of music books, competition fees, or recital fees.

学费支付之方式:

- 学费须提前缴纳。每期账单会在到期日之前一周通过电子邮件发出。
- 学费可以选择分期付款：秋季、冬季和春季学期可分三次付款，夏季学期可分两次付款。分期付款须在每月第一周缴清。如果第一周为假节日，可顺延至第二周缴清。如果您选择分期付款，将加收2美元的处理费。
- 学费可以使用信用卡在网上通过paypal支付，这样既方便也可以避免错过到期日而被加收过期滞纳金。
- 如果学费过期未予缴纳，您会收到一份通知单以及10美元的过期滞纳金账单。如果学费在逾期第二周内仍未缴纳，授课将终止，您会收到所欠学费的账单。
- 如果您通过个人支票支付学费，而支票无法兑付，本工作室将把支票退还给您，并加收10美元的退票费。如果退票导致学费未能在到期日之前缴清，您还须另外支付10美元的过期滞纳金。
- 学费包含日常授课指导、乐理和音乐修养的教学、课外聚会以及嘉宾演奏会的门票，但不包含教科书、竞赛和汇报演出的相关费用。

Absentee Policy:

- Missed lessons due to teacher illness or absence will ALWAYS be rearranged or made-up during the make-up week. I make every effort not to miss lessons but every now and then, like most professionals, I need a personal day or become ill. In the interest of public health, I will not teach when I am sick. The makeup week is built into the schedule to provide me with flexibility to cover any absences that I incur.
- Makeup lessons can not be carried over to the next quarter. Teacher absences will take priority during the makeup week. The remainder of the week may be used to make-up excused student absences. That means that any excused student make-ups that will not fit into the make-up week will be forfeited and are therefore not guaranteed.
- Excused absences must be approved in advance. If time permits, they can be made up during the makeup week only. Excused absences include: illness, family vacation, and death in the family.
- A maximum of two missed lessons may be made up per quarter.
- Missed time for late arrivals will not be made up or refunded.
- Unexcused absences will not be made up. (Please don't ask!)
- You may use the swap list to avoid absences that you are able to predict in advance. The password will be given to existing students upon request.
- Students may take their lesson via Skype, to avoid missing.
- Please remember that most teachers do not offer make-up lessons at all because of scheduling complications. Therefore, this is a generous compromise.

缺课之政策

- 由于教师本人生病或其它原因导致的缺课可以确保在学期结束后的一周内补上。我会尽一切可能不因为我本人原因导致缺课，但就像其他专业人士一样，偶尔因为本人生病或其它个人原因导致缺课也在所难免。出于对学生健康的考虑，我在生病期间会暂停授课。这也是我在学期结束之后预留一周以便弥补各种缺课的原因之一。
- 弥补缺课必须在学期结束后一周完成，不能顺延至下一学期。由教师本人原因导致的缺课会被优先安排弥补，而后那一周余下的时间用来安排由于学生的原因导致的缺课。换句话说，由于学生的原因导致的缺课不能保证一定能找到时间弥补。如果在学期结束后的一周内无法找到教师和学生都认可的时间弥补，后果须有学生承担。
- 特殊原因导致的缺席需要提前得到批准。如果时间允许，缺课会在学期结束后的一周内补上。上面提及的特殊原因包括疾病、度假和家庭成员的过世。
- 每学期最多可以弥补的缺课次数为2次。
- 因迟到而损失的授课时间是无法弥补和不能退款的。
- 未经允许的缺课是不能弥补的。（请不要提出这样的要求！）
- 如果您提前可以预见到特殊情况而不能在某一特定日期上课，请使用交换表 来避免缺课。请联系本工作室以获取进入交换表的密码。
- 远程授课可以通过Skype来完成以避免缺课。
- 请注意，考虑到选择时间和制订计划的复杂性，大多数钢琴教师是完全不提供机会给学生弥补缺课。因此，本工作室在处理缺课问题上已经做出了巨大的让步，尽量站在学生的角度维护其利益。

Termination of Lessons:

- Written notification is required one month in advance of ending lessons. Upon entry to the studio, a deposit equal to one month of lessons will be required. This deposit will be returned to you if written notice is given one month in advance of lesson termination and your account is settled in full. Failure to give one month notice will result in the forfeit of the deposit.
- You are considered enrolled in the studio until written notice of lesson termination is given.
- Click [here](#) for a printable termination letter.
- No refund will be given for tuition money paid in advance.

终止学习之规定

- 如需终止注册/学习，请提前1个月书面通知本工作室。学生首次在本工作室注册时，须缴纳一个月的学费作为押金。如果您提前1个月书面通知本工作室终止注册/学习，并缴清所有学费，所付押金将及时退还于您。如果本工作室未提前1个月收到终止通知，所付押金将予以没收。
- 学生会始终被默认为注册状态，直到本工作室收到书面通知表示将终止注册为止。
- 请点击[此处](#)以获得一份可供打印的终止注册/学习通知函。
- 预付学费恕不退还，敬请谅解。

Conferences and Questions:

- Please call Heather Byars at (205) 978-9671 if you have any questions concerning lesson progress, billing, etc. Leave a message if there is no answer. (The phone will not be answered during lessons.)
- It is often easier to reach me by email.

释疑解惑之途径

- 如果您有授课进度、学费支付等相关问题，请致电Heather Byars女士：(205) 978-9671。如因授课期间导致电话无人接听，敬请留言。
- 通常情况下，更方便的联系方式是电子邮件。

Broken Arm Policy:

Unfortunately, it is not that uncommon for children to break an arm. Lessons will continue using one-handed repertoire. The time will be utilized strengthening the technical facility of the unbroken arm, exploring creative projects and ear-training, and studying theory.

手臂折伤期间之授课方法

小孩在日常活动中折伤手臂的情况时常出现。虽然令人非常遗憾，但钢琴授课却无须中断。教学内容将集中于单手弹奏曲目，以借此加强未折伤那支手的技能。其他的教学内容还包括探索创造性的项目、听音/练耳训练、乐理教学等等。

Practice Expectations and Recommendations:

Expectations for student's practice are reasonable and vary according to the experience of the student. Students will be taught how to have a "quality" practice session and set both short and long-term goals for themselves. The following are general optimal guidelines rather than strict rules:

- Early Beginner (first 3 months of study): 10 - 20 minutes daily
- Beginner (6 to 9 months of study): 20 - 30 minutes daily

- Early Intermediate (2nd year students): 30 minutes daily
- Intermediate (3rd year students) 45 minutes daily
- Advanced (4th year +): one hour daily

日常练习之期望与推荐

尽管具体的练习时间视学生的经验而定，但保持适当的练习是必要的。学生会被教授如何保证一个高质量的日常练习以及如何设定短期和长期目标。下面提及的练习时间只是一个大体上的指导，而非必须严格遵从的规定。

- 早期初学者（刚开始学习的前3个月）：每日10 - 20 分钟。
- 初学者（第6至9个月）：每日20 - 30 分钟。
- 早期中级学者（第2年）：每日30 分钟。
- 中级学者（第3年）：每日45 分钟。
- 高级学者（第4年及以上）：每日1小时。

Practice Record:

- Students will be required to keep a weekly practice record to earn practice points.
- A parent signature on the record is mandatory for points to be earned.
- Students who maintain an average of five practice sessions a week will be rewarded at the Spring Recital with a third place practice trophy; six sessions, second place; and seven or more sessions, first place.

日常练习之记录

- 学生必须详细记录日常练习的时间和曲目才能够获得相应的练习分数。
- 为了取得练习分数，家长需要在学生的练习记录上签名。
- 在每年的春季汇报演奏会上，平均每周练习五次的学生将获得一座三等奖奖杯；每周练习六次的获得二等奖奖杯；每周七次及以上的获得一等奖奖杯。

Importance of Parental Involvement:

- It is no secret that the most successful children have lots of parental support, concern, and attention. Parents of young students should be aware of their child's weekly assignments and help them find practice time.
- Please take the time to make sure that young student's hands are clean and fingernails clipped before coming to lessons.

家长参与之重要性

- 在音乐上最为成功的小孩通常都获得了家长大量的关心和支持。作为年龄较小的学生的家长，您应当知道每周的练习任务并帮助孩子合理规划时间完成练习任务。
- 对于年龄较小的学生，请家长在授课之前确认学生的手是干净的，指甲是修剪过的。

Importance and Value of Support for Music in the Home:

- It is crucial to make a family commitment to music. The student needs a quiet, well-lit practice area.
- Music activities in the home are extremely beneficial to private piano study. Families are encouraged to attend and participate in local music activities.

家庭支持之价值与重要性

- 学习音乐需要整个家庭的共同努力。请为学生营造一个安静、光线充足的练习环境。
- 多开展家庭内部的音乐活动和多参加当地的音乐盛会对学好钢琴也是极其重要的。

Facilities:

- Please park on the street to avoid blocking the carport.
- Students should wait until it is their lesson time and then enter through the front door.
- Please make the effort to use the restroom before coming to piano.
- To keep distractions to a minimum, I prefer for students to attend lessons alone, without a parental audience. Exceptions may be made in the case of extremely young students whose parents will be guiding their practice sessions at home.

教学场所之使用准则

- 请将您的车停在公路边，而非工作室车库的进出车道上，以避免造成不便。
- 为避免影响他人，请不要在您的授课时间开始之前提前进入工作室。请使用前门进入工作室。
- 如果需要使用卫生间，请尽可能在来工作室之前完成。
- 通常情况下，为了尽量减少干扰，家长在授课期间无须陪同。如果学生年龄太小，在家需要家长指导练习，那么欢迎家长在授课时陪同。

Supplies:

- Tuition does not cover music books or theory workbooks.
- Every effort is made to keep the cost of these supplies reasonable.

文具用品之费用：

- 所缴学费中不含教科书和练习册的费用。
- 书本、练习册和相关用品的费用会尽量控制在能够承受的合理范围之内。