

**Dr. Zhang Music Studio Policies 2021-2022**  
**Dr. Dan Zhang, faculty of Washington Adventist University**  
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**Studio and Billing Address:**  
**6216 Manchester Way, Elkridge, MD 21075**

**Covid-19 Studio Information.** The safety of my studio members is very important to me. All studio members may choose to take lessons from my studio in person, or online on a virtual platform. If you choose to come to the studio, you will be situated 7 feet from me. I will wear a mask, you are suggested to wear a mask as well. The bathroom and studio have hand soap and hand sanitizer available. If you or I are not feeling well the day of your lesson, we will convert to online lessons to minimize our risk.

**My Responsibilities.** I am honored to be a part of your musical journey! I am passionate about providing an engaging, upbeat, informative, and meaningful experience during all of my lessons and performance opportunities with studio members. To that end, I plan all lessons and tailor the repertoire we play according to the individual needs of each studio member. You will have access to a Google Doc where I keep all of your individual lesson plans, notes, links, pictures, and some music sheets. I host chamber music lessons that are not only musically satisfying for each studio member, but also socially rewarding, as we partake in a like-minded, inter-generational community. I also plan performance opportunities for everyone in my studio, including festivals, competitions, recitals, and informal public performances.

**Studio Member and Family Responsibilities.** Studio members agree to arrive on time to all scheduled lessons and chamber music classes with all required materials: music books, instrument and bow in their case, and shoulder rest. Please text or email me when you are running late or not able to attend your lesson. Practice regularly at home. Pay tuition on time.

**Studio Etiquette.** Please park in the parking lots in front of the townhouse, there are two parking lots with number 8. Enter quietly, help yourself to some water, and wait until I invite you to your lesson. Parents and siblings may observe quietly, but may be asked to find another room if their presence becomes a distraction to our music-making.

**Online Lessons.** Virtual learners should make sure to have a music stand, tuner, metronome, pencil, all music, and their instrument ready before the lesson. Position your camera so that both of your hands and arms are in full view, and limit distractions from other members in the house. Platforms I use are Skype/Facetime and Zoom. I will call you on your preferred online platform at your lesson time. For group

online lessons, I will start the meeting approximately 10 minutes before the class, to give everyone time to log in and test their microphones.

**Tuition.** Tuition includes lessons, individualized lesson plans for each studio member, group classes, recital preparation, repertoire planning, development of teaching materials, my training and experience, membership in professional teaching organizations, continuing education, bookkeeping, scheduling, and my time spent on emails, social media messaging, and phone calls. Tuition bills are sent via email. Full term and half term rates guarantee you a weekly spot in my studio. “Per lesson” rates are much higher and these lessons are given only as time permits. Tuition is due on the first lesson of each term. There are no credits or refunds given for tuition. Tuition is prorated so new studio members can begin paying the full term or half term rate at any time in the year.

**Cancellation Policy.** Any lesson that I have to cancel will be rescheduled. When you cannot attend your lesson, you may Skype/Facetime/Zoom with me, use the studio swap list to swap your lesson time that week with another willing studio member, or you can reschedule one missed lesson per full term (not including half term and per service individual lesson) at a mutually convenient time. There will be no credits or refunds for canceling and missed lessons. You will received a lesson reminder two days prior to you scheduled lesson day. Please understand that the tuition you pay reserves an exclusive weekly time in my schedule for your lesson. Unlike a doctor or hairdresser, I cannot resell that time nor can I create extra teaching time in which to give lessons. Thank you for prioritizing your scheduling towards your private lessons with me, and for your understanding when I am unable to reschedule for you.

**Discontinuing lessons.** If a studio member must discontinue lessons during the year, they are responsible for paying any prorated tuition owed for the month, and an additional \$30 early cancellation fee. There are no refunds or credits given for tuition.