



Dr. Rua Piano Studio Policies 2025-2026

Regularly Scheduled Lessons

- Lessons are offered year-round.
- 41-45 Meetings are scheduled over 12 months (August-July): 37-41 Private Lessons, 2 Group Studio Classes and 2 Studio Recitals available to each precollegiate student.
- Lessons can be virtual or in person:
 - If lessons are virtual, please use FaceTime or Teams. Due to audio quality and instrument condition, I highly recommend you take most lessons in-person to check sound, rhythm, pedaling, and technique.
- Enrolling for lessons is a purchase of teacher and studio time, the student should prepare in advance to be free from interruptions and distractions.
- The studio does not provide refunds or credits for lessons missed by a student for any reason.
- **Cancellations:**
 - A cancellation notice of 48 hours is expected.
 - The studio is full at this point, but very seldom a spot becomes available. These spots are reserved only for extreme cases like student hospitalization and death in the immediate family. In these cases, contact me.
 - **No make-up lessons will be provided.**
 - Missed lessons due to school and sporting events, and vacation will **not** be made up.
- If a student misses more than 10 lessons a year, it might be time to re-evaluate piano lessons at that time.
- **Switch to virtual lessons when needed:** If the student is mildly sick but still wants a lesson, we will switch to a virtual lesson through FaceTime or Teams. Please text me or email me letting me know of the change for that week at least 3 hours before the lesson.
- **Punctuality:** Please have the student arrive on time for the lesson. A tardy student will be given only the time remaining in the student's scheduled lesson period. Please knock at the door at your lesson time.
- Students should bring all required books and materials to each lesson.
- Parents should pick students up as soon as the lesson is over.
- **Instructor's absences:** If I am unable to provide a scheduled lesson due to illness or other reasons, make-up lessons will be scheduled at a time when the student and teacher are available over the course of the year (August to July).
- **Weather Policy:** if the studio closes due to inclement weather, you will receive an email and text from Dr. Rua.
- **Dismissal:** A student may be dismissed if he/she: does not attend 10 lessons that year, does not prepare for lessons, presents behavior or attitude problems, or does not pay tuition or other expenses before the deadline.
- **Contract:** A yearly contract is required; it is due the day of your first lesson and renewed every August for each year. Similarly, CMA requires a yearly registration form and fee, which is due each September only for CMA students.
- **Termination:** If a student decides for whatever reason to stop taking lessons, the studio requires **30 days advance notice** of the termination.
 - No refunds or credits will be provided for any pre-paid lessons.
 - If any scheduled lessons during the last 30 days of lessons are cancelled, no refunds or credit will be provided.
 - All unpaid fees must be paid prior to termination.
 - Upon notification, tuition is due for the following month.
- **Practice expectations:** Daily practice is vital to a successful piano experience. Practice is measured by outcome; therefore, there is no time limit. Each student should practice each week until the goal is reached. Goal oriented practice is more effective.
 - Each week a list of achievable goals should be clearly outlined by the student in consultation with the instructor.
 - Two checkpoints during the week are required: 1) two days after the lesson, 2) three days after the first one. Parents should monitor each checkpoint and ensure that all the assignments given for each checkpoint are completed.
 - Parents should ensure that the student is given a quiet practice area.
- **Materials:** Students will need music instruction books and/or sheet music during the teaching period. I will send you an email or tell you during the lesson which music scores or materials the student will be using.

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- You must purchase all the items required prior to the start of the next lesson. These might include: Piano scores, method book(s), music sheet if needed, music staff notebook if needed, ear-training app if needed, and metronome or app. Material varies according to the student level and needs.
- Please keep your piano in good working condition (all keys and pedals working, etc.) and have it tuned at least once a year. If you don't have an acoustic piano, please consider buying or renting one.
- If taking remote lessons, you will need a tablet, phone or computer and a strong internet connection.
- A practice planner will be given to each student, please bring it to each lesson.
- **Payment:** Fees effective August 1, 2025.
 - **Monthly Payments:** Annual tuition is divided into 12 equal payments. The monthly payments are due by the first day of the month.
 - No lessons will be provided during the month unless the entire monthly payment has been made prior to the 7th of the month.
 - Monthly tuition:
 - 30-minute weekly \$144
 - 45-minute weekly \$207
 - 1-hour weekly will not be offered due to schedule unavailability
 - Please pay each month in advance. Make checks payable to Olga Rua.
 - **Per Lesson:** Please pay for the lessons of the month in advance before the 7th of the month or after each lesson. Make the check payable to Olga Rua.
 - Hourly Rate for individual lessons or consultations is:
 - One-hour long lesson \$96
 - 45-minute lesson \$72
 - Half-hour lesson \$48.
 - **Invoices:** Students or parents will receive an email invoice about 14 days before the 1st of the month.
 - **Late Payment fee:** Payments are due on the first day of the month. A late fee payment of \$25 will apply if payment is received later than the 7th of the month.
 - **Strict Return Check Policy:** A \$35 fee applies for returned checks. The returned-check fee plus the original payment must be received by the studio before any further lessons are provided.
 - **No refunds.**
 - **Ways to Pay:**
 - I recommend setting up automatic payment through your bank's "bill pay" service.
 - If there are additional expenses, it is your responsibility to **adjust the payment amount** before the bank sends the check.
 - Checks or cash are accepted.
 - Venmo. This is an app to send payments. You are responsible for any extra charges that Venmo adds.
 - Zelle.
- **Team Communication:** Our principal method of communication will be through email; therefore, I will need to have your current email address.
 - I will try to answer your email within 24 hours of receiving it. If you need a sooner answer, please call or text me on my cell phone (319) 621-7042. If I am teaching, leave a message or email me.
 - I require your contact information (address, and phone numbers) for cases of emergency during the lesson. Please keep me updated of any change.
 - Studio information about the calendar of events, recitals, competitions, and festivals will be sent by email.
 - If there are other issues that parents would like to talk to the instructor about, please send an email or make an appointment.
 - Please keep me informed of any concerns, questions, or suggestions.
- **Parents involvement:** I encourage all parents to be a part of their children's musical development. The studio encourages parents to attend and quietly observe lessons for their children.
 - The studio does reserve the right to exclude a parent if the teacher determines that the parent's presence is disturbing the child or impeding his or her progress.

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- I recommend taking your child to piano concerts, increasing the hearing of classical music at home, and making sure that the child is prepared for the piano lesson.
- If time allows you, please take time to go over your child's annotations during his or her practice time. Make sure that your child has met the goals set for that week. Being an active part of your child's development will encourage their achievement.
- Decorum, respect, and consideration of all studio equipment are expected. Any damage or theft becomes your responsibility.
- Please do not interrupt someone else's lesson.
- Avoid placing food, liquids, or gum near the piano.
- Hands and nails should be clean. Nails should be clipped.
- **Photos and Video:** The studio will post student photos and YouTube video links at www.olgaruapiano.com.
 - If you do not want your child's photos or videos posted, please let the studio know in writing.
- **Parking:** The studio has two parking lots available, one by the building and the other across the street diagonally from the building. You may use these when your child is taking a lesson if they are available. The studio is not responsible if your car is damaged while parked.

Studio Closed—No lessons

- No lessons will be given on Wednesdays and Sundays.
- No lessons will be given during: First days of school year, Labor Day break, Halloween, Thanksgiving break, Christmas/New Year's break, Martin Luther King Jr Day, Presidents Day, Spring break, Memorial Day break, July 4th break. Please see the yearly schedule for details.

Professional Development—No lessons

The studio will be closed for events I attend to keep up to date with new materials and teaching research, these events include conferences and summits. They are: OhioMTA Conference Sep. 25-27, 2025; NKU Tri-State Conference Jan. 30-31, 2026; MTNA National Conference March 20-26, 2026.

5th Practice Competition—regularly scheduled lessons

Every two years on odd years, Dr. Rua's studio holds a Practice Competition. The 5th Practice Competition is from September 29 to October 25, 2025. The student with the "most practice" gets the title of "champion," a medal, and a \$150 prize. The two weeks after Labor-Day break, each student will receive a competition sheet. Starting September 29, keep track of the time practiced by writing down in your sheet how many hours/minutes you practice per day, parents must initial each practice record each day to make it count. The winner will be announced on the week of October 27. For more information, please visit: <http://olgaruapiano.com/competitions/>

Studio Recitals—No lessons

The studio is holding two K-12 recitals this year at Wilkinson Recital hall of Cincinnati Music Academy. Please see the yearly schedule for details.

- Attendance is optional but strongly suggested.
- Students must register in advance for these events. An email will be sent in advance for you to choose which recital you prefer: 1:00 or 2:00 PM.
- It is included in the tuition.
- Music should be memorized, except duets.
- The dress for recitals should be semi-formal (no shorts). Details here: <https://olgaruapiano.com/performance-attire/>
- Friends and family are welcome to attend, but space limitations require that each bring no more than 4 guests for each recital. Small children are also welcome, but with parental supervision. Parents should be prepared to remove little guests, if necessary, to avoid distracting a performance.

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- Each family is requested to bring either a beverage or finger food for the reception between recitals.
- Cameras and video recording are welcome.
- Families should arrive promptly and avoid leaving during the recital. If you must leave early, please leave only during applause.
- There will be **no private lessons on the day of the Recitals**. Make-up classes will not be offered.

Group Studio Classes—No lessons

These are rehearsals before the K-12 recital. We meet twice a year at Wilkinson Recital Hall of CMA. Please see the yearly schedule for details.

- 10:30AM-11:15 AM for beginner to early intermediate students.
- 11:30 AM-12:15PM for intermediate to advanced students.
- Attendance is optional but strongly suggested.
- Students must register in advance for this event.
- Included in the annual tuition.
- During group classes, students can practice performing their pieces before the recital. Students support and motivate each other with constructive comments and become better listeners. In addition, and if time allows, the class will include music history, piano repertoire, aural skills, music theory and/or analysis.
- There will be **no private lessons on the day of Group Studio Classes**. Make-up classes will not be offered.
- These classes are only for pre-collegiate students or K-12.

Activities outside the lesson—regularly scheduled lessons

Since I am a member of Music Teachers National Association (MTNA), Ohio Music Teachers Association (OMTA), Ohio Music Teachers Association Southwest (OhioMTA Southwest), National Federation of Music Clubs (NFMCC), and The Keyboard Club of Cincinnati; my students can participate in their activities as well. These activities include a variety of competitions, festivals, and other available activities. I highly encourage my prepared students to take part in these learning experiences. Please see this link for more information <https://olgaruapiano.com/evaluations/>

- These events are **not included in the monthly tuition**. You are responsible for the payment of registration fees for these activities.
- There are regularly scheduled private lessons during these activities. Unless your lesson is the same day/time, then, there is no lesson.
- Before you participate, make sure you have been studying with me for at least 6 months.
- Times for events that have a participation fee cannot be changed once the event deadline has passed. Requests for specific times to perform must be submitted prior to the Registration Deadline.
- Refunds will not be given if you cancel an event after the registration deadline.
- Fees are due on the first day of the month of the event.

Contact Information:

- Cellphone: 319-621-7042 (Text or Call for Cancellations)
- E-mail: olga.m.rua@gmail.com
- Website: www.olgaruapiano.com
- Cincinnati Music Academy Address: Dr. Olga Rua, Cincinnati Music Academy, 7420 Montgomery Road, Cincinnati, OH 45236
- Home Address: Dr. Olga Rua, 1202 Eagle Creek Trail, Milford, OH 45150