

# James Loughery Piano Studio

🎵 Cincinnati Music Academy, 7420 Montgomery Road, Cincinnati OH 45236 🎵

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## Studio Policies

(Updated July 2025)

🎵 Hello and a warm welcome to the **Loughery Piano Studio**! It is a joy to be with you on the path of musical discovery. My goal is to inspire students to develop a lifelong love for music and the piano by encouraging their unique talents, creativity, and relationship to music, strengthening their technique, encouraging their creativity, and increasing their confidence to share music and perform regularly.

The information in this policy aims to give you clear expectations for making your experience taking lessons at my studio the very best possible. Please take the time to review this document and save for reference. Most answers to questions you may have about studio procedures will be found here. 🎵

## Tuition & Registration

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Tuition is determined by the *annual cost* of lessons divided into equal monthly payments. There are 44 events scheduled for each calendar year (42 private lessons and two studio recitals).

Summer lessons are included in yearly calendar, and all students are expected to continue lessons through the summer.

### **Monthly tuition:**

- 30-minute lessons: \$140
- 45-minute lessons: \$200
- 60-minute lessons: \$260
- Individual *a la carte* lessons/consultations: \$80/hour

### **Annual program includes:**

- 42 private lessons
- 3 studio recitals
- 3-4 adult soirées
- Eligibility for and participation in annual OFMC Jr. Music Festival, other MTNA events and competitions, and local performance opportunities such as QCMF.
- Free sheet music (printed/emailed)
- Original arrangements and professionally engraved scores (including for student compositions)
- Letters of recommendation

### **Not included:**

- Books
- Outside performance events

### **Registration**

Annual CMA registration is **due by September 1st** of each calendar year (beginning of fall semester), and is priced as follows:

- 1 student: \$35
- 2 students: \$55
- 3 or more students from same family: \$75

This fee may be completed online ([cincinnati music academy.com/sign-up](http://cincinnati music academy.com/sign-up)) or by registration form with check payable to Cincinnati Music Academy.

### **Trial Lessons**

Trial lessons are based on the “individual consultation” rate (\$80/hr.). A trial lesson is waived if the student subsequently registers for monthly lessons.

## **Payment Terms and Conditions**

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**Tuition is due by the 1<sup>st</sup> of each month**, and emailed invoices will be sent out mid-late month (mailed/printed invoices are available upon request) If applicable, any fees accrued for materials or event registrations will be included.

*Payments received after the 5<sup>th</sup> of the month are subject to a \$20 late fee.* Returned checks garner a \$30 fee.

This studio accepts the payment options listed below (*note: this studio does not accept split or partial payments*):

- **Zelle**—email: [jameswloughery@gmail.com](mailto:jameswloughery@gmail.com) / phone number: 317.793.5538
- **PayPal**—email: [jameswloughery@gmail.com](mailto:jameswloughery@gmail.com) / username: @jamesloughery

*Note:* choose “**Pay friends and family**” instead of “purchase” or “pay business”. PayPal will charge a transaction fee to me if you choose “business”, and in such a case a transaction fee is charged, you will be responsible for reimbursement of the transaction fee or any fees associated with a refund.

- **Personal check/cashier’s check** (payable to James Loughery)

Mailed to or dropped off at CMA (outdoor mailbox):

Attn: James Loughery  
Cincinnati Music Academy  
7420 Montgomery Road  
Cincinnati, OH 45236

## **Student Expectations**

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### **Materials for Lessons**

- 3-ring binder (1”) with pockets (for sheet music and handouts)
- Books (purchased as recommended)

### **Student/Parent Expectations**

- Review the lesson notes each week for targeted practice strategies

- Have access to computer, tablet, or phone (with internet connection)
  - All studio communications are sent via e-mail
  - Lesson notes are shared via *Google Docs*
  - handwritten notes are available upon request
- Practice frequently—let the accomplishment of small goals guide your practice time
- Bring all relevant materials to the lesson
- Listen to classical and jazz piano music! An abundance of listening is found in my [studio resources](#).

### **Practicing**

With consistency and patience, practicing can be a very stimulating and rewarding endeavor. The main purpose of practice is to make the mechanical details of playing more *automatic* so that the mind is freed to concentrate on *musical expression*.

Practice should become a routine part of a student's day, every day. While practice times vary, time should be concentrated on accomplishing small goals each session. A good rule of thumb is to practice the length of your lesson time.

Please find tons of practice strategies, tips, and other advice in my [studio resources](#).

## **Recitals**

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There are three recitals per year (fall/spring/summer), with fall and spring being *in-person* at a recital venue, and summer being *video submissions*. All students are expected to participate, though adult student participation is optional (adult students are strongly encouraged to attend the 3-4 planned *adult soirées* instead).

Family and friends are welcome to join! Dress is semi-formal or “dressy casual” (no ties necessary)—*comfortability* is important. If you must leave early, please leave during applause in between pieces.

## **Rescheduling, Vacations & Holidays**

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### **Makeup lessons**

With no less than 24 hours' notice, lessons may be rescheduled if the space and time are available. Simply access my studio calendar (shared with all new students via email), find an available spot, and *request that time directly from me*.

Makeup credits (unredeemed makeup lessons) are valid until annual renewals (September 1<sup>st</sup>). If a mutual makeup time cannot be found after a reasonable number of attempts, they may be forfeited.

In the case there are 5 scheduled lessons in a given month, a single cancelation (on your end or my end) will typically be forfeited being that 4 full lessons covered by tuition will still remain in that month. Keep in mind you will receive 5 lessons in any given month in which there are 5 scheduled lessons and no cancelations.

The studio does not provide refunds or prorations for lessons or events missed. Should a student miss a larger amount of lessons (e.g. one month), a combination of ‘flex weeks’ and makeups will be applied to the student's account.

Flexible scheduling will be accommodated as much as possible for those who travel over the summer, provided ample notice is given.

### **Flex weeks**

There is a total of 44 events programmed for each calendar year. Annual tuition is based on the cost for *a total of 42 events*, meaning there are two absences built into tuition that may not be rescheduled (i.e. “flex weeks”). Should a student miss a larger number of lessons (e.g. one entire month), a combinations of *flex weeks* and makeup lessons will be applied to the student’s account (e.g. one month = two flex weeks plus two makeup lessons).

### **Online lessons**

In the case of illness, inclement weather, foreign location or otherwise which makes travel to the studio inordinately difficult, lessons may be converted to online by teacher or student. All online platforms are possible but Skype and FaceTime work best.

- Skype username: jimmloughery / email: jameswloughery@gmail.com

Likewise, if you are feeling ill or otherwise cannot travel to the studio for your lesson time, notify me as soon as you are able and we may convert to online lessons.

### **Teacher absences / Musical Performances**

In any occasion where I must cancel lessons for the day, I will notify students as soon as possible and an attempt to schedule makeup lessons at a mutually convenient time will be made.

In some rare circumstances, there are either musical performances or festivals students of my studio are participating in, or performances I participate in myself which are out of town or at times which otherwise conflict with lessons for the day. Due to the professional nature of these events, the studio does not provide makeups.

### **Vacations**

Because annual tuition is based on the cost for *a total of 42 events*, there are up to 6 weeks per year for which my studio may be closed with no lessons, communicated well in advance. These weeks are not subject to makeup lessons.

### **Holidays**

There will be no lessons or makeups for lessons that fall on the following public holidays:

- New Year’s Eve and New Year’s Day
- MLK Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve and Christmas Day

## Studio Resources

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I am happy to share a vast array of piano [studio resources](#) I have consolidated including practice and performance advice, online tools, literature and repertoire library, listening and viewing recommendations, and more. *Note: document should be viewed and bookmarked on a computer or other device to access clickable links.*

## Discontinuation

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### **Withdrawal**

Students/parents must provide a *30-day notice* to withdraw from lessons, at which time the final month's tuition, along with any other unpaid fees, will be due. If there is no 30-day notice, the final month's tuition, along with any other unpaid fees, will be due.

### **Dismissal**

Lessons may be subject to termination should there be nonpayment or delinquency of tuition, fees, or registration, excessive missed class, or excessively problematic or absent communications.