

## AMY IMMERMAN PIANO STUDIO POLICIES

UPDATED SEPTEMBER 2026

Welcome to my studio! Whether you're a returning student or just starting with me, I am honored to serve you. Please review my Studio Policy. It sets out the rules I have established to make the learning experience beneficial for all students. While I know that unexpected events may arise that necessitate an exception to these rules, I reserve the right to determine when to grant any such exception. My goal is that the lessons will be fun and enjoyable, and that you develop a life-long passion for music!

I prefer lessons to be taken in-person. However, online lessons is an option when necessary.

### HOW TO CONTACT INSTRUCTOR

Email or text messaging is my preferred method of contact:

- [amy@cincinnati-music-academy.com](mailto:amy@cincinnati-music-academy.com)
- 513-404-0207 (cell/text)

### TUITION

- Contact me directly for current rates.

### ANNUAL PIANO PROGRAM INCLUDES...

- 39 Private and/or Group Lessons, September through August.
- Summer: Lessons continue over the summer months of June, July and August. A summer calendar will be published in the spring.
- 1 - 3 Group Classes
- Two Saturday Potlucks
- Three Friday night soirees

### CINCINNATI MUSIC ACADEMY ANNUAL REGISTRATION FEE

In addition to monthly tuition, Cincinnati Music Academy requires students to pay an annual registration fee and submit an updated registration form when the student enrolls, and thereafter each September. This fee is payable directly to CMA. Registration fees may be paid (1) online (top corner of CMA homepage under 'signup'), (2) by printing the form from our website and mail, or hand deliver it, or (3) pick up a paper form from our bulletin board in our main lobby, or in the studio. Registering online is easy and quick, and the preferred way.

**PIANO LESSONS RUN YEAR-ROUND.** The studio calendar runs September 1 through August 31. The summer calendar will be published in the spring.

### MAKE-UP LESSONS AND REFUNDS

The time scheduled for your lesson is reserved for your exclusive use; rescheduling is not guaranteed. Notification by the student of inability to attend a private lesson does not excuse payment for the lesson, which must be paid for, whether taken or missed. Unavoidable

absences will be rescheduled when possible. Time will not be taken from the following lesson to accommodate late arrivals.

### RESCHEDULING LESSONS

If you cannot make your scheduled lesson, please look at my day-to-day calendar on the CMA webpage at [www.cincinnati-music-academy.com](http://www.cincinnati-music-academy.com). You cannot make changes to the calendar but may see what's available and send a text or email to request a change. This calendar is available 24/7. Please use it!

### NOT FEELING WELL?

If you have a fever, don't feel well, or have been around anyone who has been sick, *do not come for an in-person lesson*. If you feel well enough to take your lesson online, please notify me with as much notice as possible, and we'll Zoom or FaceTime.

### INCLEMENT WEATHER

If the weather is bad, lessons may be converted to online by teacher or student.

### TEACHER ABSENCE

Illness or other emergencies may arise which prevent me from offering a lesson at a scheduled time. 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. No refunds or credits will be provided if the make-up lesson cannot be scheduled.

### PRACTICE EXPECTATIONS

Although it is okay to miss an occasional day here and there, practice should become a routine part of your day, every day. My favorite saying is: *Only practice on the days you eat!* Practice

**Don't practice until you get it right. Practice until you don't get it wrong.**

should concentrate on how, not how much, something is done. A good rule of thumb is to practice the length of your lesson. If you have questions, please contact me so I can help!

**Slow practice = fast progress  
Fast practice = slow progress  
No practice = no progress**

### LISTENING

Students who listen to recordings of the pieces they are learning will learn faster. This is especially important when the piece is new. The student learns to "self-correct" if the sound is internalized. The ears are learning too!

### PUNCTUALITY

Please come directly into the studio at your lesson time. If you arrive early, please wait until your appointed time before entering. A tardy student will be given only the time remaining in the student's scheduled lesson period. Students should bring all the current books and materials to each lesson, even if assignments are not made in every book.

#### **TERMINATION OF SCHEDULED LESSONS**

If you decide to stop taking lessons, the studio requires four-weeks advance notice of the termination. No refunds or credits will be given for any pre-paid lessons. In addition, any scheduled make-up lessons will be cancelled with no refunds or credits. All unpaid fees must be paid prior to termination.

#### **DISMISSAL**

Students may be dismissed for any of the following reasons:

- Repeated failure to attend lessons
- Repeated failure to prepare for lessons
- Behavior or attitude problems
- Nonpayment of tuition or other expenses

#### **PAYMENT TERMS AND CONDITIONS**

- Lesson fees are based on the annual calendar year and divided into equal monthly payments.
- Tuition payments are due on the last day of each month. Payments not received by the fifth day of the month will incur a \$25 late fee.
- Invoices are not sent. If you forget to submit your payment by the last day of the month, I will send you a reminder.
- There is a \$35 fee on all returned checks. The return check fee plus the original payment must be received by the studio before any further lessons will be provided. A personal check will not be accepted as repayment for a returned check.
- Consider setting up the monthly tuition as an automatic payment through your bank's online 'web pay' service, or as a recurring Zelle payment. This is a free service provided by most banking institutions.
- Payment Options:
  - Check payable to *A Rose Piano, Inc.*
  - Zelle to 513-404-0207
  - Cash

#### **LEARNING TO PLAY THE PIANO IS A JOURNEY, NOT A DESTINATION**

My goal is to make you the best you can be. Avoid comparing your progress to other students. The best path to success is to practice with intent every day and spend more time on your weaknesses than on your strengths. Ability comes from regular practice, realistic goals, patience, and focus. Lily Tomlin says it well: *"The road to success is always under construction."*