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President: Springfield Music Club
Chair: Springfield Music Club Jazz Festival, Springfield Music Club Spring Festival
Member: Music Teachers National Association, Virginia Music Teachers Association, Northern Virginia Music Teachers Association (NVMTA), Springfield Music Club, American College of Musicians (National Guild of Piano Teachers)

2026/2027 Studio Policies
Effective August 23, 2026 through August 22, 2026

1. **Fees and Tuition:**
    a. Monthly tuition is based on 36 lessons, paid in 10 equal monthly installments, beginning in August 2026 and ending in May 2027. Summer lessons are billed separately, and are not listed on the studio calendar. Tuition amounts are as follows:
        a. 30 minutes: $120 per month ($33/lesson)
        b. 45 minutes: $180 per month ($50/lesson)
        c. 60 minutes: $240 per month ($66/lesson)
    b. Tuition billing and payments will be on the following schedule:
        a. 1st of the month: Invoices sent via email.
        b. **Payments will be due on the tenth of the month**. The following payment methods are accepted, in order of preference:
            i. Zelle - lmsthomas89@gmail.com
            ii. Venmo - @lmsthomas89
            iii. Apple Pay - (703) 499-3248
            iv. Check - returned checks will be charged a $35 NSF fee, and subsequent payments must be made via cash or another accepted payment method
            v. Paypal - lmsthomas89@gmail.com
            vi. Stripe (online credit card payments)
        c. If payment is not made on the tenth of the month, invoices will be re-sent and payment requests will be made through online payment platforms typically utilized by the client.
        d. If payment is not made on or before the 20th of the month, lessons will be suspended until the account is paid in full.
    c. Students enrolling after the first of the term will have their tuition prorated.
    d. Individual and summer lessons will be billed at the hourly rate corresponding to the tuition amount.

2. **Studio Website and Online Student Studio Accounts:**
    a. The primary means of communication, scheduling, invoicing, and other administrative matters will be via e-mail, text, and the studio website, https://lisathomas.duetpartner.com. This is the website that you will be forwarded to if you type www.franconiafinearts.com into your browser.
    b. Students and families may also elect to make payments online as outlined in the "Payment of Fees and Tuition" section above. NO FINANCIAL INFORMATION IS STORED ON THE WEBSITE.
    c. Each family will be given a username and password to access their student information securely. Passwords may be changed by the student or parent. No student information will be shared with third parties.
    d. Students and their families are strongly encouraged to log in on a regular basis to view their account, check their schedule, and receive important updates.

3. **Recitals:** Participation in each Studio Recital is expected, unless there is an emergency or an absolutely unavoidable conflict. Participants and guests are expected to remain at the recital for the duration of the event, out of courtesy for others.

4. **Festivals, Competitions, and Other Events:**
    a. Participation in festivals, competitions, auditions, and other events outside the studio is absolutely and completely optional and should only be done if the student him/herself wants to participate.
    b. All students in grades 1 and up, as well as adults, are eligible to participate in these events.
    c. Event fees:
        i. Virtually all of the NVMTA, Springfield Music Club, Guild, and other events have registration or entry fees. Full payment of the registration fee must accompany the event registration in order for the student to participate.
        ii. Additionally, a studio administration fee of $20 for the first event and $10 for each subsequent event in the *same* festival or competition will be charged to cover the instructor's additional expenses.
        iii. All event fees are non-refundable.

5. **Minimum Enrollment, Withdrawals and Refunds:** There is a **three month minimum enrollment** for all lessons. Two week's written notice is required to discontinue lessons. The remaining amount due to or from Franconia Fine Arts will then be calculated using the pro-rated tuition amount and invoiced or refunded as applicable.

6. **Termination:** The studio reserves the right to terminate lessons for any student at any time. The remaining amount due to or from Franconia Fine Arts will then be calculated using the pro-rated tuition amount.

7. **Missed Lessons and Make-up Lessons due to student absence:**
    a. During the course of the school year term (with the exception of sudden illness), students are allowed two absences in total in order to be guaranteed a makeup lesson. 24-hour advance notice must be given. Make-up lesson credits, not cash credits, will be assigned.
    b. Once two lessons have been missed, no guaranteed makeup lessons will be offered. The student may, however, be put on the makeup waitlist, but they will not be assigned a makeup credit. These students will be notified if lesson openings become available.
    c. No refunds will be given for lessons missed by students under any circumstances.
    d. **All makeup lesson credits will expire on June 15, 2027**.

8. **Instructor Absence:** Should the instructor be absent, students and parents will be contacted as soon as possible to schedule a make-up lesson. If a makeup lesson cannot be scheduled, students will be issued an account credit or offered a refund.

9. **In-person Lessons:** In-person lessons are held in the instructor's home (6300 Walkers Croft Way, Alexandria, Virginia) or at Life Community Church (3500 Franconia Road, Alexandria, VA).
    a. Students or parents who are feeling unwell must not attend in-person lessons and may take the day's lesson online or reschedule it.
    b. In the event of inclement weather, in-person students may have online lessons.
    c. The studio does not provide before- or after-class care for students. Students must be picked up immediately following the lesson.
    d. Any child who is in the studio while their sibling is taking a lesson must be supervised by an adult. The teacher will not provide child care during a sibling's lesson.

10. **Practice:** Regularly-scheduled practice time must be strictly followed by the student.
    a. A detailed lesson/practice sheet will be printed at the lesson or emailed to the student and/or parent within 24 hours of the lesson. It will also be available on Google Drive.
    b. The sheet will contain exact instructions on what is to be practiced and how it is to be practiced. Of course, going "above and beyond" practicing by reviewing old material, moving forward in lesson books, or sight-reading new material, is strongly encouraged.
    c. Practice sessions should be free from household interruptions.
    d. If the student "runs out" of material to practice, please let the instructor know at the next lesson so additional material can be added to the practice sheet.
    e. Please see the Studio Handbook for additional information on practice.

11. **Practice Equipment:** Please see the Studio Handbook..

12. **Books and Materials:** The studio uses instructional materials from a variety of publishers, tailored to the needs of each student. Parents/Adult Students will be contacted about the need for additional books and materials as it arises.