

STUDIO POLICIES FOR RAMA KUMARAN

I love teaching and care deeply about my students. Here are my expectations:

COST

My standard lesson price is \$1 per minute (USD, adjusted for current exchange rates). I suggest weekly 30-minute lessons for beginners, 60 minutes for intermediate students, and 90 minutes for advanced students. Accepted payment methods: cash, bank cheques, eChecks, Paypal, Venmo, Zelle, Wise.

Budget \$50-80 per semester for books. Before you place any order, send me an email with the product details so I can confirm the purchase.

ATTENDANCE

Be on time, every time.

Together we will decide on a weekly timeslot. The last week of each month, you will receive an invoice & schedule for the following month (see attached sample). Before the 1st, inform me of a conflict and I will cancel that lesson and send a new invoice. An occasional planned absence is acceptable; more than 2-3 absences per semester will prompt a warning. Consistency is key!

As a working professional musician, I might (rarely) have a gig come up during our lesson time. In this case, I will cancel the lesson and apply the credit to your next invoice.

Before your lessons, plan ahead, get plenty of rest, and take care of your body and mind. If you get sick, please send me as much notice as possible. It is then your responsibility to contact me and schedule a make-up lesson. I cannot guarantee my availability in this case; lessons must be made up within 2 weeks of

the absence. If you cannot attend a make-up lesson, it won't be rescheduled. Plan carefully!

If you are absent without notifying me (no-show), I will not offer a make-up lesson.

ASSIGNMENTS

Practice every day for the same number of minutes as your weekly lesson time.

A listening log is due at the end of each month (see attached sample). You can also expect 1-2 small listening or writing assignments per month.

CONTACT

Rama Kumaran
Phone/Whatsapp: +1 (951) 305-1389
Email: TheClassicsEndure@gmail.com

SIGNATURE

Indicate you agree by signing below.

Student:

Signature:

Parent/
guardian:

Signature:

Contact phone:

Contact email:

SAMPLE INVOICE

Rama Kumaran

2601 Hillsboro Pike
 Apt. K-2
 Nashville, TN 37212
TheClassicsEndure@gmail.com
 +1 951 305 1389

To: Jane Doe
 +1 555 555 5555
email@email.com
 101 Dirt Rd.
 New York, NY 10000

Invoice #: 2
Date: 25 Jan 2023

For: Lessons
Period: Feb 2023

Date	Item	Notes	Billing
20 Dec 2022	Invoice #1		100
29 Dec 2022	Payment received	Zelle	-100
Feb 2022	Lessons 1hr	6, 13, 20, 27 Feb	240
TOTAL DUE			240

Chase Bank
 Acct. # 1234567890
 Routing # 1234567890

