

Studio Handbook Fall 2009 – Nathan Zalman

1. General Policies

I offer private instruction in Flute at my studio in Hill Hall, UNC Chapel Hill. All lessons are 60 minutes weekly, paid one month in advance (between three and five at a time, depending on the month).

I don't give bi-weekly or less frequent lessons or lessons shorter than 60 minutes other than under exceptional circumstances (travel requirements, extreme financial hardship, etc.) because over 40 years of teaching experience has taught me that infrequent or short lessons do not allow for sufficient progress.

2. Age Requirement

I can accept you as my student only if you are middle-school age or older. I have a very strong conviction that parents should be present, taking notes, and involved in lessons for their children under the age of 16. Occasionally I will accept younger students of exceptional ability, by audition only.

3. Makeups and Attendance

I do not give makeups or refunds for any reason. Please read the previous sentence again. A lesson appointment is a contract between us for a lesson at a specific time and date which you make well in advance of the actual date. If you are unable to keep that appointment, you can reschedule it for any time within 14 days of the original appointment. If you cancel a lesson for any reason without rescheduling it, the fee for that lesson cannot be refunded.

If you miss a lesson without providing a minimum of 24 hours notice, the appointment cannot be rescheduled unless it was missed due to a medical or family emergency.

If I am ill or otherwise unable to come to your lesson appointment, I will reschedule.

4. Come to your Lesson Prepared

Plan arriving at the studio at least 5-10 minutes before your lesson. Lessons begin exactly at the scheduled time, so if you arrive late, your lesson may be shortened, depending on the schedule. If the previous lesson runs overtime your starting time will be adjusted. If you arrive for your lesson more than 15 minutes late, I may cancel it or reschedule it at my discretion.

For reference purposes I recommend reading my university syllabus for those who are undertaking high school or college level study. I will be using much of the same material in your lessons.

5. Practice Requirements

It is expected that all of my students will commit to practicing a minimum of 1 hour per day, 6 days a week. If you are a more advanced player, much more may be required, depending on your goals.

For professional flutists, college flute majors, and those who aspire to attain that status, 3 hours daily, 7 days a week practice is a universally agreed to *minimum* standard. Most people won't need to practice that much, obviously.

Regular, habitual, concentrated, focused, and disciplined practice is an absolute requirement for membership in my studio. Fulfilling these practice requirements must be made a priority in your life. Many things compete for our time, and life can be very demanding. If you find that you don't have the time or can't make the time for regular, consistent practice, count on not taking flute from me until you can. Nothing sours what should be a joyful, creative relationship between a teacher and a student than a casual attitude to practice.

6. Payment

Payment for the initial lesson is expected at the time of the lesson. Payment for regular monthly lessons is expected at the first lesson of each month for that month. You will be given a written reminder at the last lesson of each month to bring your payment at your next lesson. Months will have 3, 4, or 5 lessons in them, depending on the month. Your reminder will tell you when your lessons will be, and how much your payment will be. I will indicate at that time which weeks I will not be teaching during that month, and your charge for the upcoming month will be adjusted accordingly.

I accept payment in cash only, with the possible exception of the first lesson.

7. Lesson Fee

Private lesson: \$65, payable a month in advance, except for the first lesson.

8. How to Contact Me

The best way to reach me is via email at zalmann@gmail.com
You can also call me at 919 627-8613 and leave a message.

9. Studio Location

I teach at my studio at UNC Chapel Hill, Hill Hall, Studio 6. I will send you a map if you will request one via email.