



Renton Location

200 SW Langston Road
Renton, WA 98057

Des Moines Location

22415 19th Avenue South
Des Moines, WA 98198

Phone, email, and website

(425) 970-3540

info@keytochangestudio.org

www.keytochangestudio.org

2024-2025 STUDIO POLICY

Key to Change's mission is *to provide world-class music instruction to underserved youth and support their development as self-aware leaders.*

I. INTRODUCTION

Key to Change provides violin and viola lessons to students living and attending school in South King County. We provide lessons in two locations: Renton and Des Moines. This Studio Policy sets forth the rules and expectations that we have for each student we instruct. These rules are part of the contract you have with our studio. To help all of our students learn in a professional setting and in an organized manner, we need the students and parents to review and sign this Studio Policy so that everyone is on the same page with what is expected. While we know that unexpected events may arise that necessitate an exception to these rules, we reserve the right to determine when to grant exceptions. Please read the Studio Policy and let us know if you need additional clarification or have any questions by emailing us at info@keytochangestudio.org

TUITION

Tuition is the cost of lessons for the trimester for students living and attending school in South King County, which includes: Auburn, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Federal Way, Kent, Maple Valley, Muckleshoot Reservation, Normandy Park, Rainier Beach, Renton, SeaTac, Skyway, Tukwila, and White Center.

Students who live and attend school outside of South King County may inquire about our “Out of Network” tuition rates by emailing us for the cost of lessons at info@keytochangestudio.org

The total number of lessons may fluctuate during a trimester based on school closures and observed holidays.

Registration Fee

In addition to tuition, all students, including those who have a full scholarship, who participate in group lessons are charged a registration fee of \$25.00 at the trimester they begin lessons.

II. PAYMENT TERMS

Key to Change lessons are offered below market-rate costs. Lesson options and costs each trimester are:

Group Lessons

New Beginner - \$500	For Fun - \$350
Allegro - \$500	Andante - \$350
Joseph White - \$1,000	Saint-Georges - \$1,000

Combo Lessons

Thirty or 60-minute private lessons can be added to *Allegro*, *Joseph White*, *Andante* or *For Fun* or *Saint-Georges* group lessons. 30-minute COMBO lessons are \$1,375 per trimester; 60-minute COMBO lessons are \$1,750 per trimester.

Private Lessons

Private Lessons - \$1,500
Young Artist Academy - \$2,400

Family Responsibility

All families are required to make an initial payment toward tuition **by** the first lesson and are responsible for satisfying their tuition obligation to Key to Change on a timely basis. Failure to make a payment by the third lesson will result in termination of lessons.

Tuition is due on the first day of class at the start of each trimester: Fall Trimester, Winter Trimester, Spring-Summer Trimester, and Summer Session, whichever is applicable.

Tuition due dates for each trimester are:

- **Fall Trimester:** September 16- December 14, 2024
 - *Tuition Due Monday, September 16, 2024*
- **Winter Trimester:** January 6 - May 2, 2025
 - *Tuition Due Monday, January 6, 2024*
- **Spring-Summer Trimester:** May 5 - August 15, 2025
 - *Tuition Due Monday, May 5, 2025*
- **Summer Session:** July 7 - August 15, 2025
 - *Tuition Due Monday, July 7, 2025*

Tuition Invoices and Statements

Tuition invoices are issued to parents/guardians at the email and/or home address on file. Statements are issued monthly.

It is the parent's/guardian's responsibility to notify Key to Change **in writing** if special circumstances arise making it difficult to pay tuition. The parent/guardian must also notify us in writing of changes to their home address, telephone number, email address, and employer. Send written notifications to info@keytochangestudio.org

Monthly Payments. The tuition for the trimester will be set up as recurring and paid in four equal monthly installments. The monthly payments are due on or prior to the **1st** day of the month. No lessons will be provided during the month unless the entire monthly payment has been made prior to the start of the month.

Payment Options. Bi-weekly and weekly tuition payments must be set up as recurring payments. Bi-weekly payments occur every 2 weeks. Weekly payments occur every week. The first payment must be made **by the beginning of** the start of the Fall

Trimester, Winter Trimester, Spring-Summer Trimester, and Summer Session, whichever is applicable. Skipped payments may result in discontinuation of lessons.

Return Check Policy. In the event of a returned check due to insufficient funds, a \$35 returned check fee will be assessed. 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, and must be paid via credit card or cash.

Accepted methods of payment:

1. Cash or check. Receipts are provided for cash and check payments. Make *checks* payable to:

Key to Change
PO Box 16787
Seattle, WA 98116

2. Credit card. Acceptable credit cards are American Express, MasterCard, Visa, and Discover.
3. Online payment by debit or credit card is available through our website at <https://www.keytochangestudio.org>

Parent/Guardian must notify Key to Change within 7 days of changes to home address, cell phone/landline number, email address, and emergency contact. Notifications must be sent to info@keytochangestudio.org

Tuition Payment Plan

The Key to Change Tuition Payment Plan allows you to make several payments over time to avoid paying the full amount in one payment before the start of the trimester. The payment plan offers the following benefits:

Flexible payment options – Except for the initial down payment (when required – see below) you can choose the 5th, 10th or 20th to make your remaining payments.

Automatic monthly payments with no interest:

Payment from your bank account (checking or savings), or payment from your credit or debit card

For Example: If you sign up for Private Lessons for the Fall Trimester plan on July 19 (see chart below) and you owe \$1,500 in tuition:

You pay 30% (\$450) of your tuition as a down payment

You pay the remaining \$1050 through two \$525 automatic withdrawals in August & September – you choose the 5th, the 10th or the 20th to make your remaining payments.

Fall 2025	Payment Plan			
Dates to Sign Up	Required Down Payment	Number of Payments	Months of Payments	Payment Date Option
Aug 18 - Sep 9	20%	3	Sep, Oct, Nov	5th, 10th, 20th
Sep 10 - Oct 8	40%	2	Oct, Nov	5th, 10th, 20th
Oct 9 - Nov 9	60%	1	Nov only	5th, 10th, 20th

*You must make your payments on time. Students with past due accounts will not be enrolled in classes for an upcoming trimester until the balance is paid in full.

**If your first payment fails, your payment plan will be terminated and you will risk being withdrawn for non-payment.

Payment arrangements for tuition and instrument rental may be set up electronically through our online portal. You can set up tuition payment plans for weekly, biweekly, or monthly payments at www.keytochangestudio.org

Payment plan participants who pay by check and/or cash must visit our offices and establish a payment schedule to ensure that tuition is paid on time.

Payment plan participants are required to make consecutive payments as scheduled. Missed payments or returned payments due to insufficient funds must be brought current on the 2nd attempt. **If the 2nd attempt is unsuccessful, the existing payment plan will be terminated, and will result in termination of lessons.**

Refunds

Key to Change will reimburse 100% of the tuition paid if the student decides to stop taking lessons prior to the end of the first week of lessons. **NO** refunds will be issued after the first week of lessons. Families are responsible for paying the remaining balance of the trimester, even if the student discontinues lessons.

III. SCHOLARSHIPS

Need-Based Scholarship

Key to Change offers need-based scholarships to students who demonstrate financial need. Parents (or guardians) who have expressed a need for financial support for their child to take lessons may complete the Need-Based Scholarship Application online at www.keytochangestudio.org.

To be considered for a need-based scholarship, the following information is required and must be submitted: 1) parent's (or guardian's) previous year's IRS Tax return, 2) bank statements, 3) pay stubs, and 4) the student's most recent report card demonstrating a 2.5 GPA or higher.

The Need-Based Scholarship Application must be signed and returned along with items 1) through 4) above **before** funds will be administered. Parent/Guardian will be notified by email of the amount of scholarship assistance they will receive.

What are the expectations of a student receiving a need-based scholarship?

Scholarship recipients must:

- Attend all weekly lessons, master classes, studio classes as assigned, outreach and studio performances.
- Complete weekly assignments from teachers.
- Maintain a 2.5 grade point average or above.
- Exemplify a positive and healthy attitude and work ethic.
- Commit to three trimesters (one year) of lessons.

Scholarship recipients may lose their scholarships due to the following:

- Lack of preparation in personal practice.
- Excessive tardiness or more than four unexcused absences from lessons.

- Poor or disruptive attitude.
- Lack of participation in fundraising, outreach or studio performances.
- Not maintaining a minimum 2.5 grade point average.
- Late payments on payment plans or parents/guardians not communicating and asking for an extension.

Students receiving a need-based scholarship must attend the Open Houses, End-of-Trimester concerts, Solo String Festival, and other performance events. These events are mandatory and failure to participate or without giving two-weeks in advance notice will result in the termination of their need-based scholarship.

Merit-Based Scholarship

We also provide a small number of merit-based scholarships for talented students who demonstrate hard work, dedication, and a positive attitude in their lesson based on teacher recommendation. Key to Change does not solicit applications for merit-based scholarships.

Students who do not adhere to the expectations will be given a verbal warning followed by a written warning before being dismissed from the studio. Students are expected to also follow the guidelines of the violin and viola studio, which are listed on our website www.keytochangestudio.org

IV. MAKE-UP LESSONS AND REFUNDS

LESSON CANCELLATION POLICY

Due to our tight lesson schedule, lessons missed by a student for any reason may not be rescheduled. If the teacher cancels lessons, missed lessons will be rescheduled to another date during the trimester.

Key to Change does not give credits or refunds for lessons missed by a student.

What if I need to miss my lesson?

We ask that you are mindful of your lesson commitment and do your best not to schedule any conflicting appointments. If you are unable to attend a lesson, a parent or guardian should contact our office by email (info@keytochangestudio.org) **and** call (425) 970-3540.

Excused and Unexcused Absences

A student may be permitted to miss up to 4 excused absences per trimester. An excused absence includes job responsibilities (student or parent), family emergencies, an orchestra concert, internship, college or professional auditions, college visits and/or an illness.

Unexcused absences including waiting until the last minute to do homework, other extracurricular activities, not practicing or forgetting class materials will be considered unexcused. Absences that are not excused a week in advance will result in an unexcused absence.

Please notify our office by email of previously scheduled school commitments before the beginning of the trimester at (info@keytochangestudio.org) **and** call (425) 970-3540.

Three unexcused absences in a trimester will result in termination of lessons for those on scholarship. Students terminated from the string studio will still be expected to pay the remaining tuition due for the trimester.

V. TEACHER ABSENCES

Illness or other emergencies may arise which prevent the teacher from offering a lesson at a scheduled time. If the teacher is 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 rescheduled.

VI. STUDENT TERMINATION

The studio reserves the right to terminate lessons with the student/parent if the student has excessive absences or if the teacher determines that the student is not cooperating or progressing in his or her music studies. Prior to any decision to terminate, the teacher will meet with the parents/guardians to discuss the situation. Refunds for prepaid lessons will be provided at the discretion of the studio.

We reserve the right to terminate lessons with a student if after we have notified you and provided time to correct it, the problem still persists. This may include, but is not limited to:

- Bad attitude (not respecting classmates, negative comments, talking back, disrespecting our mission and core values, etc.)
- Lack of interest in lessons or during lessons
- Lack of dependability (missed 4 lessons)
- Missed payments (more than two months)

VII. MISCELLANEOUS POLICIES

Recital and Dress Rehearsal Policy. The studio holds three recitals at the end of each trimester (fall, winter, spring-summer). Participation is required with the exception of unforeseen circumstances.

Recitals are important to experience because students need to learn how to perform in front of an audience. It also gives students a goal to aim for and an opportunity to develop a sense of pride in their work. And finally, it's a way for students to share their music with family and friends.

Dress rehearsals are held the evening before and the morning of the recital. The recital schedule is printed in the Studio Calendar. Students are assigned a recital piece(s) early in the trimester and are expected to play the piece by memory at the recital. Friends and family are encouraged to attend the recital

Other Concert and Performance Opportunities. Performance opportunities are scheduled throughout the year as an opportunity for students to share their hard work with family and friends and to hear their studio buddies play. As performing is a vital part of a violinist's and violist's education, recital/rehearsal attendance and involvement is required for major studio recitals.

Mandatory Events. Participation in these studio events are required:

- ★ Orientation for New and Returning Students & Parents/Guardians
- ★ Solo String Festival
- ★ Picture Day
- ★ Teacher-Parent/Guardian Conferences
- ★ Studio Recitals and Masterclasses (*Young Artist Academy students only*)
- ★ Submitting Student Report Card (*need-based scholarship students only*)

Student Assessment. Students will be assessed through various learning outcomes each trimester, which is to not only gauge student progress, but to inform our teachers on how well the material is being learned and absorbed. Each student will participate through activities assigned by the teacher and assessed during the students' respective assigned lesson time. Assessments are used to determine class placement for subsequent trimesters.

Punctuality. Please have the student arrive at least 10 minutes prior to the start of the lesson so that the student is ready when the lesson time begins. A tardy student will be given only the time remaining in the student's scheduled lesson period. Students should bring all required books and materials to each lesson. Parents/guardians should pick students up as soon as the lesson is over.

Food and Drink. Food and drink are not permitted in the studio. Water is permitted. Students are also prohibited from chewing gum while in the studio.

Practice Expectations. Students are expected to follow the syllabus of their class in regards to practice requirements. Parents /guardians should ensure that the student is given a quiet practice area. Parents/guardians should monitor practices and ensure that all of the assignments given to the student are completed.

Instrument and Materials. Students are expected to bring their instrument and bow along with all other materials to each lesson. Violin or viola and Bow must be set up and inspected by the teacher before beginning lessons. Fingernails must be trimmed short enough to properly play the violin or viola. Students who require an instrument are welcome to rent a violin or viola from our Instrument Library.

Office Hours. If a parent wishes to meet with the teacher to discuss their student's progress, please call the office at (425) 970-3540 or email at info@keytochangestudio.org to set up an appointment with the teacher.

Parent/Guardian Attendance at Lessons. The studio encourages parents/guardians to attend and quietly observe their student's lessons. The studio does reserve the right to exclude a parent/guardian if the teacher determines that the parent's/guardian's presence is disturbing their student or impeding his or her progress. Parents/Guardians are encouraged to inquire and at times, help their child practice their class assignments.

At home, it is normal for a student to not want to practice. Please gently encourage them to practice at least 5-6 times a week. Practicing consistently makes a huge difference in how a student progresses. Without practice, it is impossible to teach new concepts and the student will lose interest.

Do take a moment during the week to ask your child to play for you. When making comments, be encouraging and honest. The best thing parents can do is help motivate their child to practice.

Parents will be updated regularly on how well students are progressing through progress reports, assessments, and conferences. You are enrolling your child(ren) in violin or viola lessons. Please make time to listen to their music! We strongly believe that the more they are exposed to good music, the more they will appreciate music or all its worth. Classical music is great to have on in the background when they are studying or even playing video games.

New & Returning Student Orientation. Orientation is held twice a year for new and returning students. The first orientation is held prior to the Fall Trimester and the second orientation is held prior to the Spring-Summer Trimester. All parents/guardians and students are required to attend. Check the Studio Calendar for orientation dates.

Parent/Guardian Teacher Conferences. Parent/Guardian Teacher Conferences are held twice a year - during the Fall Trimester and the Spring-Summer Trimester. All parents/guardians are required to attend. Check the Studio Calendar for the dates.

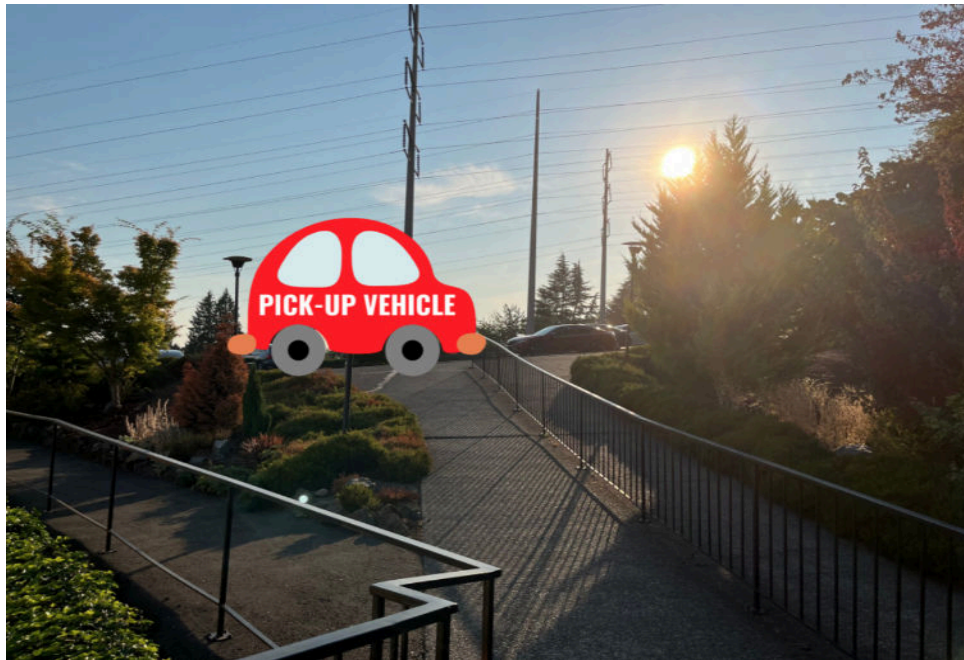
Photo/Video/Electronic Image. All students must have a signed Photo/Video/Electronic Image Release Form on file. The release must be signed by all parents/guardians and returned to Key to Change by the first week of the Fall trimester or at the time a new student begins lessons.

If you do not want your student's photo, video or electronic image posted, the parent/guardian must email the studio at info@keytochangestudio.org or let us know in writing.

Access. Insert PDF of Drop off instruction. We recommend that parents/guardians accompany their students to and from the studio. The studio is not responsible for any injuries or accidents outside of the studio area. See pick-up locations on the next page.

Instrument Rental. Key to Change maintains a violin and viola instrument library for students to rent a violin or viola while enrolled in Key to Change’s studio. Rentals are set up as a recurring payment of \$30 a month plus a processing fee. The **Instrument Rental Agreement** must be completed by the Student and Parent/Guardian. Any damage to our instruments will result in the parent and/or guardian paying the cost of the instrument repair.

Student Report Card. A student report card must be submitted each trimester. Failure to provide this will result in suspension of the student’s scholarship.



**CAR PICK-UP: PLEASE PICK YOUR STUDENT UP FROM THE TOP OF THE RAMP
THIS ENSURES THE STUDENT CAN SEE THEIR PICK-UP CAR BEFORE THEY EXIT THE
BUILDING**



PERSON PICK-UP: PLEASE PICK YOUR STUDENT UP FROM THE ENTRANCE OF THE BUILDING

THIS ENSURES THE STUDENT IS ESCORTED THROUGH THE PARKING LOT BY AN ADULT

Illness. Please do not come to the studio if you are sick: cough, fever, sore throat, etc.. If you're getting over an illness but still sniffy, please wear a mask to your lesson.

Termination. If you choose to discontinue lessons, please notify us at least one month in advance. This will give time for both the student and teacher to build a sense of closure and plan for the future. Whether it's transitioning to another teacher or simply pausing their violin or viola studies for the time being - we believe in parting amicably and having a chance to take a picture together for the memories.

Communication. Communication is important. **Please respond to emails and telephone calls in a timely manner** to avoid multiple emails and telephone calls.

Contacting the Studio. Contact the studio by email info@keytochangestudio.org or by calling the studio at (425) 970-3540.

Studio Closures. Key to Change observes the following federal holidays:

New Year's Day - January 1

Martin Luther King, Jr. Day - 3rd Monday in January

President's Day - 3rd Monday in February

Memorial Day - Last Monday in May

Juneteenth National Independence Day - June 19

Independence Day - July 4

Labor Day - First Monday in September

Veterans Day - November 11

Thanksgiving Day - 4th Thursday in November

Christmas Day - December 25

Studio Policy Agreement

I have read, understand and agree with the policies outlined in the 2024-2025 Studio Policy. I further agree that I am financially liable for paying all tuition costs in full otherwise, we will proceed with collection efforts.

By Parent/Guardian:

Printed Parent/Guardian Name

Date

Social Security Number

Parent/Guardian Signature

Printed Student Name

Date

Key to Change:

Executive Director/Founder Signature

Printed Executive Director/Founder Name

Date