

## **Polices, FAQs, & Other Boring Things!**

*Jeff Rubleski, Pianist*

### **Disclaimer**

Please read the whole document thoroughly and let me know any questions you may have. My policies are designed to help you become the best piano player possible. If you are unsure about something, it is usually best to just to ask me first! I strive to be a valued partner in practice, questions, or essentially anything concerning your musical journey.

### **Getting in Touch**

For any questions, you may call, text, or email me at your preferred convenience. I will get back as soon as possible.

Call/Text: 231-343-0525

Email: [jeff.rubleski@gmail.com](mailto:jeff.rubleski@gmail.com)

### **Lesson Time & Date**

Your lesson time is secured for your arranged time slot. Lessons occur weekly on your regularly scheduled day. If I am travelling to your home, I strive to be as timely as possible, however please allow +/- 15 minutes of leeway as I am often traveling from another engagement.

### **Holidays**

Please see my calendar on [montcalmpiano.com](http://montcalmpiano.com) for scheduled holidays. If your normally scheduled lesson falls on a holiday, there will not be a lesson rescheduled for that date.

### **Practice Equipment / Instrument**

All students must have access to either an electronic keyboard or acoustic piano. If it's a keyboard, please ensure it is fully 88 keys. For acoustic pianos, please ensure it is reasonably and regularly in tune.

I am happy to help guide you in purchasing a piano, keyboard, or in finding a tuner!

## Cancellations

*If I cancel on you:* You will have the missed lesson time scheduled at some point in the calendar year, or an appropriate discount applied to the upcoming month at my discretion. For reschedules, I try to arrange as soon as possible. Be aware, the rescheduled lesson may be in person, a double time lesson, in my studio, online, or in a group format.

*Student cancellations:* There is not a rescheduled lesson or discount regardless of circumstance – but it is encouraged to consider scheduling time on a studio day.

*“My child / myself / someone in my house is sick and it is up to you if you want to teach”:* This situation is treated the same as a normal student cancellation if I decide not to teach the lesson.

*Snow/Ice Days:* If there is a snow/ice day in **either** Greenville or your local school districts for the entire day – travel lessons will be cancelled and students notified that morning without any rescheduling.

## Open Studio Days

Please see my calendar on [montcalmpiano.com](http://montcalmpiano.com) for studio days. These are extra, complimentary dates that current students can utilize. There are multiple purposes for these dates such as: getting extra time/instruction if you've missed a lesson, exposure to a different practice setting, performance preparation, etc. Specific times are scheduled by inquiry, so please contact me to reserve a time spot. My address is 423 N Lafayette, Greenville, MI 48838.

## Billing, Etc

I only teach lessons weekly by default. Bi-weekly may be offered to more advanced/longtime students. Please be aware you are paying for the timeslot, not a set number of lessons directly. However, the average number of lessons per month (when still accounting for holidays) is four. Some months may have as many as five lessons – others as few as three.

See my rates document on [montcalmpiano.com](http://montcalmpiano.com) for current rates.

Payment for the whole upcoming month is due on the 1<sup>st</sup>. No full or partial monthly refunds are offered. Invoices are sent out via email a few days prior to the upcoming month.

Late fee: There will be a late fee assessed of \$30 per student for any payments received after the first of the month. The late fee will be added to the next month's invoice.

You may cease lessons with 35 calendar day notice. If you intend to cease lessons before the 35 calendar days, you will be billed and responsible for the next upcoming month as well. Please be aware that it may forfeit your spot if you change your mind. If you would like to temporarily stop lessons and maintain your spot, please be aware you still must pay in full for your slot.

### Waitlist Order

Since I primarily conduct travel lessons, my waitlist works a bit different from a traditional one. I will accept new students in the following order, as availability permits:

1. Same household (siblings, parents)
2. Same neighborhood/general area as current students (1-3 mile radius)
3. Referrals
4. General inquiries