



PNW Performing Arts Lesson Policies & FAQ's

Effective September 1, 2026 - August 31, 2027

Welcome

Private lessons are one of the most individualized forms of training we offer at PNW Performing Arts. Whether a student is exploring a new discipline, strengthening foundational skills, preparing for auditions, competitions, college programs, or professional opportunities, our teachers are committed to helping every student grow with curiosity, discipline, confidence, and joy.

The following policies help us provide a consistent, high-quality experience for every family while respecting the time and commitment of our students, teachers, and staff.

Thank you for partnering with us in your student's artistic journey.

Getting Started

Beginning private lessons is easy.

1. Visit our Private Lessons page to learn about our teachers, specialties, and pricing.
2. Schedule either:
 - a. a complimentary **10-minute Meet & Greet**, or
 - b. a **30-minute Trial Lesson** for \$50.
3. Complete your enrollment online.
4. Once enrolled, your weekly lesson time is reserved exclusively for your student.

If you'd like assistance choosing the best teacher for your student's goals, our office is happy to help.

Website: <https://pnwperformingarts.com/private-lessons/>

Email: office@pnwperformingarts.com

Phone: 425-292-3342

Registration

An annual **\$50 registration fee** is due upon enrollment and renews each February. This fee helps cover the administrative support required throughout the year.

Students who enroll mid-month will have their first month's tuition prorated.

Lesson Schedule

Private lessons are offered year-round, including throughout the summer.

Your monthly tuition reserves a recurring weekly lesson time with your instructor. Because this time is held exclusively for your student, consistent attendance is important.

Lesson Withdrawal Policy

Lessons will continue and tuition will remain due until written notice of withdrawal is received. If you plan to discontinue lessons, please email the office **by the 15th of the month prior to your final month of lessons**. This advance notice allows us adequate time to fill the lesson time and helps us provide consistent scheduling and income for our instructors.

If you choose to discontinue lessons, written notice must be emailed to office@pnwperformingarts.com by the **15th of the month preceding your final month of lessons**.

Verbal notification from students, parents, or teachers cannot be accepted.

Withdrawal notices received after the 15th will take effect at the end of the following month.

If you anticipate needing an extended break, please contact the office. While we cannot guarantee that your lesson time will remain available, we will always do our best to place you back with your teacher upon your return.

Lesson Environment

Private lessons are designed as one-on-one instructional experiences.

Parents or visitors may observe only when arranged in advance with both the instructor and the studio.

Tuition & Billing

Monthly tuition reserves your student's standing lesson appointment.

Rather than paying per lesson, tuition is divided into **12 equal monthly payments** based on approximately **45 lessons each year**.

Some months include four or five lessons, while others include fewer because of scheduled studio closures. Over the course of the year, students receive approximately 45 lessons.

If a student begins lessons mid-month, tuition will be prorated.

Tuition Rates

Weekly lesson rates vary by instructor.

- 30-minute lesson
- 45-minute lesson
- 60-minute lesson

Contact our office for current rates. office@pnwperformingarts.com

Music & Materials

When new sheet music is needed for a student's private lessons, instructors may purchase music through the PNW Performing Arts Music notes account to ensure students are working from high-quality, legally licensed materials in the appropriate key or arrangement.

Beginning this year, the cost of music purchased specifically for an individual student will be passed along to the family's account. Most sheet music purchases are approximately **\$4–\$10 per song**, depending on the selection and arrangement. A small printing cost may also be added when printed copies are provided.

This allows our instructors to select music that is best suited to each student while ensuring PNW Performing Arts continues to use properly licensed materials.

These charges will only be added when new music is purchased for your student and are separate from monthly private lesson tuition.

Payments

Tuition is automatically processed on the **1st of each month** using the payment method on file unless the 1st falls on a holiday or a weekend in which case tuition is run on the prior business day.

For the security and convenience of all families, all tuition is processed through our AutoPay system.

Cash and checks are not accepted.

Payments received after the **5th of the month** are subject to a **\$25 late fee**.

Because lesson times are in high demand, accounts more than 30 days past due may forfeit their reserved lesson time.

PNW Performing Arts does not issue refunds.

Attendance & Makeup Lessons

We understand that illnesses, school events, and family obligations occasionally arise.

Student Absences

If your student must miss a lesson, please notify the studio at info@pnwperformingarts as soon as possible.

- Lessons canceled with at least **24 hours' notice** are eligible for **one makeup lesson**, based on teacher availability.
- Lessons canceled with less than **24 hours' notice** are forfeited and are not eligible for a makeup lesson.

Students who are unable to attend lessons regularly over an extended period may be asked to release their reserved lesson time. We understand that exceptional circumstances arise and will always work with families whenever possible.

Teacher Absences

If a teacher is unable to teach a scheduled lesson, PNW Performing Arts will make every effort to ensure continuity of instruction.

Depending on the circumstances:

- a qualified substitute teacher may teach the lesson;
- the instructor may schedule a makeup lesson; or
- the studio may issue a lesson credit if a makeup cannot reasonably be arranged.

If a qualified substitute is provided, the lesson is considered fulfilled.

Communication

The studio office communicates primarily through email.

Please add **PNW Performing Arts** to your contacts to ensure you receive important information regarding lessons, performances, studio closures, and special events.

If questions arise throughout the year, we encourage families to reach out to the office so we can assist you promptly.

Performance Opportunities

Private lesson students are invited to participate in two optional recital performances each year.

Throughout the season, teachers may also recommend students for additional performance opportunities, including showcases, community events, masterclasses, and other special performances.

Participation in these additional opportunities is based on teacher recommendation and student readiness.

Studio Closures

No private lessons will be held during the following scheduled breaks for the 2026–2027 school year:

- **November 23–29** — Thanksgiving Break
- **December 21–January 3** — Winter Break
- **January 18th** - Martin Luther King Jr. Day
- **February 15–21** — Mid-Winter Break
- **April 12–18** — Spring Break
- **May 31st** - Memorial Day
- **August 23–September 6** — Session Break

Emergency Closures

In the event of severe weather or another unexpected emergency, PNW Performing Arts may cancel lessons.

Families will be notified by email as soon as possible. In the event that PNW Performing Arts closes due to severe weather or other circumstances beyond our control, private lessons and classes will not be rescheduled, credited, or refunded.

We appreciate your understanding and support as we prioritize the safety of our community.

Student Safety

The safety of our students is extremely important to us.

All PNW Performing Arts instructors complete background checks.

Parents and guardians are responsible for picking students up promptly following their scheduled lesson. Supervision is not provided outside of lesson times or in the waiting area.

Photo & Video Release

From time to time, PNW Performing Arts may photograph or record lessons, recitals, or studio activities for promotional and educational purposes.

Families who do not wish for their student to appear in promotional materials should notify the studio office in writing at the time of enrollment.

Our Partnership

Private lessons are most successful when students, families, teachers, and the studio work together with clear communication, consistency, and mutual respect.

We are grateful that you've chosen PNW Performing Arts to be part of your student's artistic journey, and we look forward to supporting their growth for years to come.

By enrolling in private lessons, families acknowledge and agree to the policies outlined in this handbook.