

New Students Policy (2024)

The Buell Institute of Music
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Hello, and welcome!

My name is Curt, and I am thrilled you are interested in private music lessons. *The Buell Institute of Music* is an online music school offering 1-on-1 instruction for piano, organ (B3) and music production. As the instructor, my mission is to educate, equip, and empower students to surpass their musical goals in an efficient and pragmatic way. You will learn something new in every lesson, and achieve more than you ever dreamed possible with personalized training to meet your individual needs.

As a student of *The Buell Institute*, you can expect us to meet once a week at the same time via Skype. This is a *face-to-face (FTF)* meeting with screen sharing which allows you to see a digital piano keyboard and note/chord names. After assessing your current skill level, we will work together to strengthen your overall knowledge of music theory and technique which will aid you in achieving your specific goals.

Tuition for weekly 30-minute sessions are priced at **\$185/month (Silver Membership)**, tuition for weekly 60-minute sessions (or 2 30-minute sessions, **Gold Membership**) are priced at **\$315/month**, and tuition for weekly 90-minute sessions (or 3 30-minute sessions, **Platinum Membership**) are priced at **\$450/month**. A *one-time \$45 registration fee* is due with your first month's tuition payment. (click [here](#) to join)

On the following page, you will find the policies for *The Buell Institute*. Please read over this page carefully. Students must acknowledge they've read the policies during registration.

I look forward to working you on a weekly basis, and am confident that this will be a tremendous experience for you!

Best,

Curt Buell

Tuition and Payment

Payment for the month is required **in full** at the beginning of each new month (the actual date depends on when you start). Payment is collected through recurring membership at curtbuell.com. Go to <https://www.curtbuell.com/plans-payments> to set up your account, select your membership, and choose a payment option.

*****The \$45 registration must be paid first by submitting the form at CurtBuell.com/lessons.**

- Tuition is based on enrollment, not attendance.
- Although the tuition is paid monthly, it is *not calculated by the weekly lesson*.
 - Some months will have 5 lessons. The extra lesson is factored in to your monthly tuition rate and will account for holidays, vacations, etc. (instructor will take 4 weeks of vacation per year; your extra lesson in these months covers this).

Missed Lesson Policy (Students)

- If you miss a scheduled lesson, you are eligible to receive a pre-recorded lesson from CurtBuell.com/shop. Private makeup lessons (rescheduling) are not offered.
- If you know you are going to be absent for a scheduled lesson, please message me in Skype. You will be given a code to redeem your make-up lesson at CurtBuell.com/shop. Instructions are provided in the message you'll receive back from me.
- Please be on time for your scheduled lessons. A tardiness of 10 min. or more will be considered an absence and you will be unable to join the scheduled video call.
- All BIM student correspondence must be submitted via email (not through text).

Instructor Policy

Your instructor is committed to giving you the highest quality of instruction in a consistent, punctual manner. Every effort to meet you *FTF* for your lessons will be made.

- While unlikely, any lesson (non vacation/holiday) missed by the instructor will be made up. Other arrangements may be made if a makeup is not feasible. You will be notified in a timely manner of this absence. The missed lesson may be made up in several ways:
 - adding additional time to future lessons (e.g. adding 15 min. to the next two lessons)
 - scheduling an hour-long lesson on a future date (for half-hour students), or
 - rescheduling the lesson for another day and time

Withdrawal Policy

- There is no long-term contract, but you are encouraged to "stick with it" and commit to at least 1 - 2 semesters of instruction at a time. To withdraw, please notify the instructor at least 2 weeks before your last lesson in written form via email and cancel your membership at curtbuell.com. You **MUST** cancel your own membership. Unfortunately, The Buell Institute will be unable to provide a refund should you decide to withdraw before the end of the month. If you decide to re-enroll at any point after withdrawing, you must join the waitlist first as our student roster is currently full.
 - *students must be 12 years old or older to enroll

Semesters: **Spring:** January - May; **Summer:** June - August; **Fall:** September - December