Yoon Jae Lee - Opus 7 Music

Piano Studio

Studio Handbook and Policies

2026-2027

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I. Introduction

Welcome! I'm delighted to have you as part of my piano studio. Whether you're beginning piano for the first time or continuing your musical journey, my goal is to make your experience both enjoyable and rewarding.
This handbook outlines the basic policies and procedures of my private teaching studio, including tuition, scheduling, attendance, and other practical matters. Please take a few minutes to read through it and keep it handy for future reference.
I believe that clear communication and mutual understanding help create a positive and productive learning experience. Should you have any questions or concerns, please don't hesitate to contact me.

II. Tuition, Packages and Payment

Current lesson rates are listed on the Opus 7 Music piano lessons page.
Students may pay for individual lessons or choose one of two discounted prepaid packages:

- **Monthly Package:** Four lessons
- **Semester Package:** Fifteen lessons

Discounted packages are intended for students who wish to maintain a consistent weekly lesson schedule. Tuition for each new package must be paid in full before the first lesson of that cycle.
Payment for individual lessons is due either in advance or immediately following the lesson.

Package Policies
Because monthly and semester packages are offered at discounted rates, they are non-refundable. If you need to temporarily pause lessons, any unused lessons from a prepaid package may be retained and used when lessons resume, provided you return within six months of the pause. Any remaining unused lessons after that period will be forfeited.

Late Payments
A $15 late fee will be assessed if package tuition has not been received by the first scheduled lesson of a new payment cycle. However, I understand that circumstances can occasionally arise. If you anticipate a payment delay, please speak with me in advance to make alternative arrangements. No late fee will be charged when arrangements have been made ahead of time.

Accepted Payment Methods
I currently accept the following payment methods:
Venmo: @klavier777
Zelle: yoonjae.lee@zoho.com
Personal checks: Payable to Yoon Jae Lee

III. Scheduling, Cancellations & Make-up Lessons

Regular Lesson Scheduling
Lessons are generally scheduled on a regular weekly basis. Maintaining a consistent schedule helps students develop good practice habits and make steady progress.
I understand that occasional scheduling conflicts are unavoidable. If you anticipate being unavailable for a lesson due to a vacation, school event, or other commitment, please let me know as far in advance as possible.

Punctuality and Late Arrivals
Please make every effort to arrive on time for your scheduled lessons. If a student arrives late, the lesson will generally still end at its originally scheduled time. However, when my schedule permits, I may be able to extend the lesson to make up for lost time.
As some lessons take place at students' homes, occasional traffic or transportation delays may affect my arrival time. If I'm running late, I'll do my best to notify you as soon as possible and make arrangements to ensure that students receive their full lesson time.

Student Cancellations
If you need to cancel a lesson, please provide at least 24 hours' advance notice. Lessons canceled with sufficient notice are eligible for a make-up lesson, which will be scheduled within a reasonable timeframe at a time that works for both of us.
Cancellations made with less than 24 hours' notice will generally be considered missed lessons and will not be eligible for a make-up. Exceptions may be made in the event of a family or serious medical emergency or other unavoidable circumstances. In such situations, please contact me as soon as possible.

Missed Lessons and No-Shows
If a student does not attend a scheduled lesson without providing notice, the lesson will be considered forfeited and will not be eligible for a make-up. If you anticipate running late or encounter an unexpected delay, please let me know as soon as possible.

Instructor Cancellations
As an active performing musician, I occasionally have professional engagements or other commitments that may require me to reschedule a lesson.
Whenever possible, I will provide advance notice and arrange a make-up lesson within a reasonable timeframe that works for both of us. The same consideration applies to unforeseen circumstances that may prevent me from holding a scheduled lesson.

Make-up Lesson Arrangements
Make-up lessons are arranged based on mutual availability and may need to take place outside your regularly scheduled lesson time. I try to be accommodating when scheduling adjustments are needed, but not every requested time may be possible. Good communication is essential, and I'll do my best to find a solution that works for everyone.

IV. Inclement Weather

When severe weather or hazardous travel conditions make it unsafe or impractical to hold an in-person lesson, the lesson may be canceled or, when feasible, moved online by mutual agreement.
If I need to cancel a lesson due to weather or other unforeseen circumstances, I will provide as much advance notice as possible and arrange a make-up lesson at a mutually convenient time.

V. Student Responsibilities & Preparation

Instruments and Lesson Materials
All students are expected to have access to an appropriate piano or keyboard for regular practice at home. Students should also bring their assigned music, an assignment notebook, and any other materials requested for their lessons.
Pencils and erasers should be kept handy for making notes and markings in the music. A metronome or metronome app is also required.

Practice and Preparation
Consistent practice between lessons is important for retaining what you've learned and making steady progress. Students should make a reasonable effort to practice regularly, reinforce concepts covered during lessons, and work on areas that need improvement.
I understand that students have other commitments and that practice time may vary from week to week. What matters most is making a consistent effort and coming to each lesson prepared to continue learning.

Parental Support
For younger students, parents or guardians play an important role in helping establish a consistent practice routine and ensuring that students have their necessary books and materials at each lesson.

VI. Recitals & Performance Opportunities

I organize two student recitals each year: a virtual recital in January and an in-person recital in June at a venue in Manhattan.
Recitals provide students with an opportunity to share their accomplishments, gain confidence, and celebrate their musical progress. For the virtual recital, students submit video recordings of pieces they've been working on, which I compile into a private YouTube recital presentation. For the in-person recital, students select pieces that best represent their progress and that they feel comfortable performing.
Participation is optional for students studying primarily for personal enjoyment, but everyone is strongly encouraged to participate. Students pursuing serious or pre-professional musical study are expected to take part in studio recitals as an important part of their musical development.

VII. Communication & Discontinuing Lessons

Communication
Open communication is important to maintaining a positive and productive working relationship. Please don't hesitate to contact me if you have questions, concerns, or need to discuss scheduling, payment arrangements, or any other matters related to lessons.
I encourage students and parents to communicate openly so that any issues can be addressed promptly and misunderstandings can be avoided.

Discontinuing Lessons
If you decide to discontinue lessons, I kindly ask that you provide as much advance notice as possible, preferably at least four weeks. This allows me to plan my teaching schedule and offer the available lesson time to other prospective students. Any unused lessons from prepaid packages remain subject to the non-refundable and six-month expiration policies outlined in Section II.
I understand that circumstances and priorities can change, and I appreciate your consideration in providing advance notice.

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