

## STUDIO POLICIES

To register for the lessons, you will first need to fill out the student application form (to be found at [www.rodolfobarraez.com/teaching](http://www.rodolfobarraez.com/teaching)). Afterwards, you will receive an email with how to proceed to book your first lesson.

### Structure:

- Modalities: Online or in-person. Lessons are 60min long.
- Online lessons are held using Zoom. What you need to have available: an internet connection and a computer with camera and microphone)
- In-person lessons are subject the teacher's availability and location. It is recommended to book this lessons with sufficient time in advance.
- The student has the option to choose between a single lesson (which can also be used in form of a consultation) or a lesson package, for which you will receive a discount.
- New students are encouraged to schedule a single lesson before purchasing a lesson package.

### Student responsibilities:

- The student must be prepared and on time for scheduled lessons. It is suggested to plan at least 10min ahead of online lessons to prepare your equipment.
- The student must be committed to be prepared for every lesson. The teacher holds the right to terminate a contract if he or she considers the preparation of the student is not sufficient.

### Tardiness and rescheduling:

- If a lesson needs to be rescheduled for any reason, it shall be communicated at least 24 hours in advance. Rescheduling depends on the teacher's availability.
- The student should contact the teacher by email if they expect to be late for a scheduled lesson. If a student arrives with a tardiness of maximum 15min, the teacher will complete the lesson in the remaining portion of the time slot. If the delay exceeds the 15min limit, the teacher has the right to terminate the lesson.
- Not attending a lesson without giving notice does not qualify for any kind of refund or rescheduling.
- In the case of rescheduling a lesson, after a make-up date is given, the student should not miss this lesson, as another rescheduling for this said lesson will not be granted. Exceptions may apply at the teacher's consideration.

### Payment:

- Tuition is to be paid at the time of booking through the website [www.rodolfobarraez.com/teaching](http://www.rodolfobarraez.com/teaching)
- Payment platforms available:
- If the platform of your choosing withholds a transaction fee, you will need to cover it.

### Copyright/class recordings:

- Lessons are considered intellectual property and may not be recorded (in either audio, video or screen recording) without proper authorisation from the teacher.

### Parental involvement for students under 18 years old:

- Parents may be present during the lessons but are not required to.
- Representatives of the minor must sign a document (which will be sent to you directly after registering) in which you will confirm that your represented will be part of these activities with your full knowledge and approval.