

Mr. Hoffman’s Studio Policies

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OVERVIEW

This document serves as a policy agreement between Mr. H. A. Hoffman, students, and their parents/guardians. By enrolling in lessons, families commit to a full academic year of instruction. All students and families agree to the terms outlined below.

Required Materials

- A functioning instrument and mouthpiece
- Assigned music and exercises
- Tuner/metronome (recommended apps: Tonal Energy [paid] or Soundcorset [free])
- Pencil and paper, or another method for taking notes

Student Expectations

- Practice a minimum of 4 days per week for 30 minutes each day, outside of band class, rehearsals, and lessons
- Arrive on time with all required materials
- Maintain a positive attitude and readiness to learn

TUITION

Private lessons operate on a monthly tuition model, based on a yearly fee divided into 10 equal monthly payments. Some months may include 3 lessons, others 5, depending on holidays and breaks—but tuition remains the same each month. Tuition is based on enrollment, not attendance.

Students who begin lessons mid-month may have their first month prorated at the instructor's discretion. Tuition rates are subject to change to reflect inflation and other operational costs.

What Tuition Covers

- A secured weekly time slot for the student
- Instructor's preparation time (travel, planning, bookkeeping, curriculum development, etc.)
- 24+ years of music training, including Bachelor's and Master's degrees, and 12+ years of teaching experience
- Studio resources (printing, software, office supplies, supplemental materials)
- Rent and upkeep of studio space
- Self-employment costs (insurance, licenses, taxes, etc.)

Payment Details

- Due Date: Tuition is due by the 1st of each month
- Late Policy: Lessons will be paused if payment is not received by the 15th and will resume upon receipt

Accepted Payment Methods

Preferred: Online via My Music Staff (debit/credit card; auto-pay available)

Other Options:

- Cash
- Check (payable to "Henry Hoffman" or "H. A. Hoffman")
- Venmo: @Henry-Hoffman-iv
- PayPal: hahoffmaniv@gmail.com

SCHEDULING

2025–2026 Academic Year: August 4 – May 22

For Lessons at Music Doctors

The studio calendar follows the Kingsport City Schools academic calendar, with the following scheduled breaks (no lessons):

- Fall Break: October 6–10
- Thanksgiving Break: November 26–28
- Winter Break: December 22–26
- Spring Break: March 23–27
- End of School Year: May 25–29

For Lessons During Band Class (In-School)

Kingsport City Schools graciously allow private instruction during band class. These lessons operate under the same tuition and payment policies as after-school lessons, with two key differences:

- Limited availability due to the short class period length
- Schedule flexibility is limited — if band class is canceled (school events, weather, testing, etc.), lessons cannot be held. While every effort will be made to reschedule, make-ups are not guaranteed. However, make-ups outside of school hours may be offered with proper communication.

Summer 2026: June 1 – July 31

Summer scheduling will be organized in April/May, and lesson times will be assigned on a first-come, first-served basis. Summer operates independently of the school calendar.

- Summer hours: Monday–Friday, 12:00 PM – 5:00 PM
- Breaks are built in to accommodate band camps and travel schedules

Summer Tuition

- Students are entitled to 4 lessons across June and July, billed at the cost of only one month of tuition
- These 4 lessons can be scheduled flexibly within available weeks
- Additional lessons may be scheduled at a per-lesson rate

Summer 2026 Available Weeks

- June 1–5
- June 8–12
- June 15–19
- June 22–26 (Studio Closed)
- June 29–July 3 (Studio Closed)
- July 6–10
- July 13–17
- July 20–24 (Studio Closed)
- July 27–31 (Studio Closed)

ABSENCES & MAKE-UP LESSONS

If a student needs to miss a scheduled lesson (due to illness, family event, church function, etc.), 24-hour notice is expected out of professional courtesy. With proper notice, a make-up lesson may be arranged if availability permits.

If Mr. Hoffman needs to cancel for any reason (illness, emergency, etc.), the lesson may be rescheduled at no additional cost.

DISCONTINUING LESSONS

At some point, every student will move on from lessons. Ideally, this happens with thoughtful discussion and a sense of closure. For that reason, a minimum of one month's paid notice is required to discontinue lessons.

- If you withdraw mid-month, tuition is non-refundable.
- This also applies to pausing or freezing lessons for summer break.

Please let me know your summer plans by May 1 so I can accommodate your schedule accordingly.