



Creating a Solid Studio Policy

A resource for music teachers

**How to create a stellar studio policy and
implement it with Duet!**



Do I Need a Studio Policy?

A studio policy document is a summary of how you want to be treated and how you will treat your students and their parents. It's kind of like a contract that lays out expectations. It's a way to communicate what makes your studio special, but it also gets out on the table all those pesky topics like payment schedules and cancellation procedures.

A great studio needs a strong policy, and while it might feel like more paperwork at the start, some thinking and writing now will save you loads of time and headache down the line. Best of all, a studio policy will help you look like and be treated like the professional that you are.

So, now you know it's important, but how do you begin writing your studio policy?





Questions to Help You Start

The easiest way to start is to consider big themes. How do you want to use your time? Your space? We've broken things down into sections and questions you may want to include in your policy.

Time Expectations

- How long are lessons? Do you have set ages or levels when students move up to longer lessons?
- Do you have specific "office hours" when you would prefer external communication to happen?
- How would you like to be communicated with (text, email, etc)?
- Which dates are you taking off this year? How do students find your calendar?

Space Expectations

- Do you have rules about where in the studio the student should wait before a lesson?
- Is a parent required to attend? Do you allow siblings in a lesson?
- Do you have any rules about your pets that you need to make clear?
- Is eating or drinking acceptable during or waiting for lessons?
- Do you have rules about wearing masks or sanitizing/washing hands?

Cancellations/No-Shows

- If a student cancels, do you give a refund, reschedule the lesson, or is it a loss for the student?
- If you cancel a lesson, what happens?
- If a student misses their scheduled lesson, what happens (refund, reschedule, or nothing)?

Payment Expectations

- What are your tuition rates?
- What methods of payment do you accept?
- When do you expect payment (i.e. by the first of the month)?
- Do you charge a late fee for payment received after the expected payment date?
- After so many late payments, is there a suspension of lessons?
- Do you charge for group classes separately?
- Are students/parents responsible for any accompanists, or will you cover that cost?

Practice Expectations

- Do you practice time do you require each week?
- What amount of parent participation to you require?
- Do you divide your assigned work between theory and practical?

Performance Expectations

- Do you require participation at performances (recitals, exams, community events, etc)?
- Are students required to have their own accompanist or will you provide one?
- Do you have a dress code for these performances?

Termination Policy

- When a student wishes to discontinue lessons, how much notice do you require?
- Will you refund the remaining time or will it be at the cost of the student?





Completing Your Studio Policy

Now that you have gone through the questions and written out the answers, it's time to put it together in a concise document. Here are some tips:

Simplify

We gave you a lot of questions to think through but this doesn't mean you have to include every single answer in your policy.

Pick and choose the most important ones and start from there. You can add policies to your document as certain situations arise and you decide how you want to handle them.

Point Form

As most parents/students will be reading through your policies at a glance, it's best to put them into point form to make for easy reading.

Have It Signed

You may want to consider making it mandatory for a parent/student to sign your studio policy to acknowledge that they understand your expectations. To see how you can do this easily through your account with Duet, see the next page!

How to Integrate Your Policy into Duet



Did you know that you can make your student/parent acknowledge your studio policy before they register for your studio? Here are the steps!

1. Link Your Policy to Your Account

While logged into your Duet account, go to [Website](#) on the left menu > [Pages](#). In the chart find [Studio Policy](#) and click [Edit](#). Here is where you can fill in your studio policy which will be visible on your webpage.

You can also upload your policy document to your Files Area. Go to [Website](#) > [File Area](#) > [Upload A New File](#). Then you can send the policy to each student and link the signed document to each student's profile.

2. Make It A Required Acknowledgement

If you would like make it a requirement that new registrants must agree to your studio policy before they can register, here's how you do it:

- Go to [Website](#) on the left menu > [Pages](#)
- Under [Registration](#) click [Edit](#)
- Under [Adult Student/Parent Information](#) scroll to [Studio Policy](#) and check the box [Required](#) (also be sure that the [Enable](#) box is checked as well)
- [Save Page](#)

How Will Duet Help Me Run My Studio?

Creating a studio policy is just the beginning to running a professional and efficient studio. With Duet, you can automate all of the administrative tasks that support your policies and **save you up to 8 hours a week!**



Automated invoicing, including text and email reminders, seamless collection via credit card or digital payment, and application of late fees



Let the system take care of **cancellations, lesson swaps and make-up credits** with no hassle to you



Quick and easy reports, including attendance tracking, completed payments, transactions and expenses, and milage tracking



Compare: Quickbooks + Calendly + One-off Emails + Expense Reports + + Your Time **versus the simplicity of Duet**

Use code **HAPPY20** to receive 20% off your first year when you subscribe to Duet

All of your tasks automated and your information in one place!

Date	Time	Participants	Title	Category
Mar 22, 2022 Tue	7:01 pm	Matthew Stewart	Matthew Stewart	Lesson
Mar 23, 2022 Wed	12:00 pm	Della Smith	Della Smith	Lesson
Mar 23, 2022 Wed	1:00 pm	Autumn Smith	Autumn Smith	Lesson
Mar 24, 2022 Thu	1:13 pm	Matthew Stewart	Matthew Stewart	Lesson
Mar 24, 2022 Thu	2:00 pm	Della Smith	Della Smith	Lesson
Mar 24, 2022 Thu	4:00 pm	Matthew Stewart	Matthew Stewart	Lesson
Mar 25, 2022 Fri	3:00 pm	Autumn Smith	Autumn Smith	Lesson
Mar 25, 2022 Fri	10:42 pm	Eliot Brown	Eliot Brown	Lesson
Mar 29, 2022 Tue	7:01 pm	Matthew Stewart	Matthew Stewart	Lesson
Mar 30, 2022 Wed	12:00 pm	Della Smith	Della Smith	Lesson

Due Date	Borrower	Lent Item		
[Mark as Returned]	[Edit]	Due Jun 7, 2021	Della Smith	Dvorak New World Fingering



We hope this guide helps you bring healthy boundaries and expectations to your studio!
Happy teaching!



From your partners at Duet

