

HAWK MUSIC ACADEMY, LLC
5834 North Vickery Street, Suite J5
Cumming, GA, 30040
(678) 787-1075
info@hawkmusicacademy.com
hawkmusicacademy.com



Executive Director/Owner/Instructor: Dr. Dawn Dalangin Hawk, NCTM
Assistant Director/Owner/Instructor: Dr. S. Eric Hawk
Office Manager: Judy Shin

PRIVATE LESSONS

POLICIES AND INFORMATION

2019-2020

Welcome!

It is our goal to teach you/your child to develop a deep appreciation of music. Students are taught how to: play their instruments, practice, perform, write music, understand music theory, and listen critically to themselves and others.

The Hawks have over 30 years of combined teaching experience, having taught in private, group, classroom, and collegiate settings. Our academy specializes in piano and strings instruction. We offer private lessons and group classes to fit the needs of each individual, whether a student is learning just for fun or on a competitive level.

There are multiple performing opportunities and assessments throughout the year including examinations, performance classes, recitals, festivals, competitions, and other concerts.

Private Lessons

Private lessons are available for ages 4 through adult in: Piano, Voice, Ukulele, Guitar, Violin, Viola, Cello, Music Composition, Theory & Aural skills, and Music & Electronics.

Private lessons are recommended for students wanting one-on-one instruction, with progress based on the practice habits and capabilities of the individual student. Lessons are available in 30 minute and above sessions, with option to split lessons at 60 minutes or above between family members or to have more frequent weekly lessons. Beginner students are recommended to start with 30 minute lessons. The 45 and 60 minute lesson options are recommended for intermediate and advanced students.

Each new student will receive a free 30 minute trial lesson at a mutually agreed time. Going forward, a set day and time is scheduled for each student, based on the student's and teacher's availability. Students are expected to attend their lessons weekly from August through May, generally following the Forsyth County school calendar, with breaks during the major holidays. Lessons during the summer months of June and July are more flexible.

Students will be assigned to the instructor who best fits their needs and schedule. However, on occasion, students may be switched instructors depending on the availability of the instructor.

Free Group Classes for students enrolled in Private Lessons

Students enrolled in private lessons can enroll in one of the following group classes for free: Theory & Aural Skills Preparatory through Level 4, Adult Theory 101 & 102, and Chamber Music. These classes are held 9 times per semester. Students who wish to enroll in additional group classes can pay additional fees.

The Theory and Aural Skills Classes are structured around the Royal Conservatory of Music (“RCM”) Theory method and books. Preparatory through Level 4 are generally open to elementary through middle school ages and are a fun way to experience music in a group setting. In these classes, students engage in extra-musical activities such as solfege singing, ear training, rhythm activities, ensemble playing, and more.

*Note - We also offer Levels 5 through 10 at \$180 per semester. These classes are designed for middle school through adult students wanting more intense music theory, to supplement private instrumental instruction, and to help students prepare for RCM Theory examinations.

The Adult Theory and Aural Skills Classes are designed for the adult student wanting music theory instruction at a more casual pace.

Chamber Music classes are for intermediate through advanced students wanting to play music in a group setting. Pending enrollment, students will rehearse music in small chamber groups, such as multi-piano music, duets, trios, quartets, and more! Students can choose their secondary instruments to participate that are not their primary HMA instruments. For example, a student whose primary instrument is piano who takes private piano lessons at HMA and also plays the clarinet in their school band can play their clarinet in Chamber Music classes. Limited to woodwinds, strings, piano, and voice students.

Additional Group Classes

Private students can enroll in additional group classes for \$180 per 9-week session or \$180 per semester, depending on the format of the class. Please see *Group Classes – Policies and Information* for details, and visit our website at hawkmusicacademy.com/classes for more information and to see a list of available classes.

Payment

Registration Fees

Students can enroll in Private Lessons at any time of the year. There is a yearly registration fee of \$30 per student due by July 15th for continuing students. For new students, the registration fee is due by the first lesson with tuition. The registration fee for new students starting June through December is \$30. This registration fee will be carried over to the next school year for new students starting in the summer months of June and July. For new students starting January through May, the registration fee is only \$15 per student, which is applied through July of that year.

*The registration fee is non-refundable and serves as a deposit to hold a lesson slot at Hawk Music Academy. The fees also help cover materials, printing/copying, venue fees, and other expenses. Please note that this does not cover books and other materials.

Tuition

Tuition is paid on a monthly basis from August through May through a PayPal subscription/monthly payment set up, which will be automatically deducted by the 1st of each month. The PayPal payment is set up on our website, through the Student Login. There is a \$10 late fee for any payment that is not set up or does not go through by the 7th of each month.

*Continuing students need to set up automatic payments by August 1st.

**New students on a partial or Holiday month will pay a prorated amount for that month and then will have to set up automatic payments by the 1st of the following month.

Calendar year: There are a total of 38 lessons in our calendar year from August through May (19 per semester), with breaks during the major holidays: Thanksgiving, Winter Break, and Spring Break. Students who have lessons on Monday holidays (Labor Day, MLK Day, but not including Memorial Day) have the option to take their lessons on that day or reschedule. *See our calendar on the website for exact dates.

Summer private lessons: During the summer months of June and July, the automatic payments stop and students can pay by the 1st of each month or pay for the full summer for the total number of lessons they intend to take by June 1st. For example, if a student will take 4 x 45 minute lessons in June, they would pay 4 x \$52.00 = \$208 for the month of June. Please note, this is the same rate as lessons during the school year. [45 minute lessons are \$200/mo Aug-May. \$200 x 10 months = \$2000. Divide this by 38 lessons in the year = \$52.63 per lesson compared to the \$52.00 rate in the summer.] During the summer months, students can pay via check payable to *Hawk Music Academy*, or card by calling us at 678-787-1075 or online through the Student Login.

Private Lessons: Total weekly lesson time *60 min. and above can be split for 2 or more family members **Multiple family member discounts are already factored in	August through May Monthly payment	June and July Per lesson fee
30 minutes	\$135.00	\$35.00
45 minutes	\$200.00	\$52.00
60 minutes (Can be 2 x 30 min.)	\$260.00	\$68.00
75 minutes (Can be 1 x 30 min. & 1 x 45 min.)	\$315.00	\$83.00
90 minutes (Can be 1 x 60 min. & 1 x 30 min. 2 x 45 min. 3 x 30 min.)	\$370.00	\$97.00
105 minutes (Can be 1 x 60 min. & 1 x 45 min. 2 x 30 min. & 1 x 45 min.)	\$420.00	\$110.00
2 hours (Can be 2 x 60 min. 2 x 45 min. & 1 x 30 min. 1 x 60 min. & 2 x 30 min. 4 x 30 min.)	\$470.00	\$124.00
2.25 hours (Can be split into multiple variations)	\$495.00	\$130.00
2.5 hours (Can be split into multiple variations)	\$520.00	\$137.00

Attendance and Cancellation

If you are late to your Private Lesson, time will not be taken out of the following student's lesson. If you need to cancel/reschedule your lesson, a 24-hour notice is required by texting, calling, or emailing the directors, office manager, and/or your instructor. For extenuating circumstances (illness, other unexpected situations), we will work with you to reschedule your lesson.

Since lesson times are reserved for each student, no show/no notification lessons will not be made up and will not receive a lesson credit.

Only TWO make-up lessons are allowed per session/semester. This does not apply to students on Monday holidays who reschedule or when an instructor reschedules a lesson. Make-up lessons will not be carried over from one semester to the next. Once a semester ends (fall, spring, or summer), the instructors are not obligated to schedule a make-up. However, we will be holding make-up days toward the end of each semester for any remaining make-ups.

To schedule a make-up, visit your instructor's schedule for any open slots through the Student Login page. Contact your instructor to request and confirm the make-up lesson date and time. If you are unable to schedule a make-up lesson with your instructor, you can schedule one with another instructor, if both instructors agree to the arrangement.

Materials/Equipment needed

1. **Instrument/Equipment** – All students will need an instrument to practice at home. For non-piano students, instruments will also need to be brought to each lesson/class.
 - **Piano Students:** For beginners, it is perfectly fine to start out with a keyboard, provided the keys are full-size and it is touch sensitive to vary the dynamics. As students advance, the damper pedal will be needed, weighted keys, and a keyboard or digital piano that has all 88 keys. There are great digital pianos with weighted keys, all three pedals, and the look of a real acoustic piano. Intermediate and advanced level students should have regular access to an acoustic upright, baby grand, or grand piano.
 - **String Students:** Your instructor will recommend the appropriate instrument size. For growing students, we recommend a rental instrument. The following accessories may also be needed:
 - Bow, rosin, shoulder rest, shoulder strap, extra set of strings, tuner, etc.
 - **Composition Students:** It is recommended that composition students have at least one year of music study on any music instrument. An instrument is necessary for at home work/study. A composition notebook with manuscript paper will also be needed.
 - **Music & Electronics Students:**
 - Required / Strongly Encouraged:
 - That the student is comfortable with basic computer usage.
 - Sufficiently capable laptop for the student to bring into the lessons (the lessons will likely not be as fruitful if the student cannot work on a laptop alongside the instructor during their lessons, and further use that same laptop at home to practice and employ what they learned in the lessons).
 - Decent set of headphones.
 - Additional materials, software, or hardware will depend on what the student is interested in learning and pursuing. Other commonly needed materials, depending on the student's specific interests:
 - DAW and/or Notation software (many companies offer several tiers of their software products at varying levels of features and price, and many do offer free versions that are good for beginners)
 - MIDI keyboard (either a small one for portability to bring into the lessons, or a larger one that can stay at home).
 - Decent set of speakers at home (a laptop's or computer's built-in speakers are usually insufficient and/or of poor quality).
 - Audio Interface and Microphone
2. **Music/Books** – Books and sheet music have to be purchased and available for use by the first lesson. We will recommend online stores and/or local stores to purchase music.
3. **Metronome** – This is a very useful tool for anyone studying music. Metronomes are usually built into keyboards or digital pianos. There are also separate, standalone units or free apps you can download on your phone, computers, iPads, etc.

Resources

- Pianos
 - Atlanta Keyboard Consultants: atlantakeyboardconsultants.com
 - PianoWorks: pianoworks.com
 - Piano Distributors: pianodistributors.com
- String instruments *With the exception of the ukulele, we recommend going to a store in person, rather than purchasing online.
 - Music & Arts: musicandarts.com (several locations); They have instruments available for rent. Recommended for younger students who will need larger sizes as they grow.
 - Amazon: amazon.com; Various guitars, ukuleles, and other instruments.
 - Beau Vinci Violins: beauvincivilins.com; Violins, violas, and cellos
- Books
 - amazon.com or sheetmusicplus.com for online purchases
 - musicandarts.com for in-store purchases
 - pianoworks.com for in-store purchases
- Piano technicians:
 - Mike Riffle: rifflepiano.com; He has been our technician for several years. However, he now lives in South Carolina, so he may be unavailable. Let him know HMA referred you.
 - Pianoworks.com

Assignments and Practice Expectations

All private instrumental students are expected to practice a minimum of 4 days a week to ensure steady progress. Practice expectations vary per student, and depends on many factors like goals, age, level, ability, and schedules. Your instructor will give you their recommended practice goals.

Composition students will be expected to complete their assignments by the next lesson.

Evaluations

Students enrolled in Private Lessons will receive an evaluation four times per year in mid-fall session/semester, end-fall session/semester, mid-spring session/semester, and end-spring session/semester. Instructors will assess progress, practice habits, technique, understanding of theoretical concepts, and any other areas of their music learning. Parents should share these with their children. Together, we will continually work to ensure steady progress.

Academy Events – Performance Classes, Studio Recitals/Concerts, Master Classes, and Guest Artists

Students have numerous performing opportunities throughout the year. With the exception of the Concerto Recital, the events listed below are free for all Hawk Music Academy students. *Please visit the calendar on the website for dates.

Performance Classes: There will be two Performance Classes held per semester at Hawk Music Academy. These classes are a master class setting where students have the opportunity to perform for one another, receive feedback from one another, and also receive comments from one or more of our instructors. We will need a minimum of 5 students to sign up, otherwise, the classes will be cancelled. Pending enrollment, classes may be combined. Multiple classes will be

offered for multiple ages/levels, pending enrollment. Parents and other guests are welcome to come observe these classes.

Academy Recitals: Hawk Music Academy will hold three main recitals/concerts per year. These are free and open to the public.

1) Fall/Winter Recital in November/December, 2) Concerto Recital in January/February, and 3) Spring Awards Recital in April/May. Pending schedules and other factors, we may also have a Student-Faculty “Party and Performances” at the start of the school year.

With the exception of the Concerto Recital, all other recitals/concerts are open to all levels. Since the Concerto Recital will feature a string quartet to play orchestra parts with our students, it is only open to intermediate and advanced students, upon recommendation of their instructor. To participate, students will need to fill out an online application and pay the \$40 non-refundable fee.

At the Spring Awards Recital, students will be recognized for their achievements throughout the year. Additionally, special academy awards will be: *Perfect Attendance* (students who attended all lessons with a minimum amount of rescheduling), *Highest Achievers* (top 10% of students who made their weekly practice goals), and *Technique Belts* (like martial arts, students will earn “belts” for having learned a certain amount of scales throughout the year. Students receive certificates of that colored “belt” and can earn prizes). **Perfect Attendance* and *Highest Achiever* awards are available for students who started in January or previously.

Master Classes: At least once per year, a guest teacher will offer a Master Class open to the public. Pending enrollment, these classes may be held at our academy, or in a larger venue. In this setting, students will perform and receive feedback from the “master” teacher. These classes are designated only for intermediate and advanced students. [Depending on the availability of the teacher, private lessons may also be offered for separate purchase.]

Guest Artists: Pending our calendar and availability, guest artists will be invited to perform in a free concert for our students. Pending attendance, these concerts may be held at our academy, or in a larger venue.

Outside Events - Recitals, concerts, festivals, competitions, and examinations

In addition to our Academy Events, our teachers are affiliated with the Georgia Musicale Group, Music Teachers National Association, National Federation of Music Clubs, Royal Conservatory, and other music associations. Students can participate in any of the events with their teacher’s recommendation.

Georgia Musicale Group: The Georgia Musicale Group has performances/recitals/concerts throughout the year, which gives students many opportunities to perform in a smaller setting. These are highly recommended for students preparing for auditions, competitions, festivals, academy recitals, and other events.

Visit www.mygmg.org for more information.

Federation Festival: *It is highly recommended that all Hawk Music Academy students (including adults!) participate in the National Federation of Music Clubs Festival (“Federation Festival”) in March for assessment.* Students play in front of one judge and one other adult to receive comments and a rating. As a nationally recognized achievement event, students receive points that are recorded as part of their Federation record. Students can earn trophies (“cups”) for their earned points. To ensure progress, students have to enter at least one level higher each year of participation. It is a fun event with numerous categories (piano solo, piano duet, piano concerto, theory, etc.), which requires students to play new music by American composers.

Visit www.nfmc-music.org for more information.

Assessments for certificates: Serious students can additionally take ABRSM or Royal Conservatory examinations for assessment, certificates of achievement, and music diplomas. These assessments are open to all ages. The exams are generally held in early-December, late-May, and early-August.

Visit www.abrsm.org and/or www.rcmusic.com for more information.

Music Teachers National Association: Students have many opportunities to participate in area Music Teachers National Association events, which has numerous festivals and competitions throughout the year.

Visit www.nfmta.com for more information.

Discontinuing lessons/classes

We understand that music lessons/classes are not necessarily for everyone and unexpected situations happen where a student has to cancel their lessons. **Students deciding to discontinue must give a one month notice or one month's tuition.** No refunds will be given for any leftover lessons/classes, however, students can take all lessons/classes they have paid for.

***The Hawks reserve the right to terminate lessons/classes for any students who are consistently late, frequently cancel/reschedule lessons/classes, or continuously come to lessons/classes unprepared.**

HAWK MUSIC ACADEMY, LLC
5834 North Vickery Street, Suite J5
Cumming, GA, 30040
(678) 787-1075
info@hawkmusicacademy.com
hawkmusicacademy.com



Executive Director/Owner/Instructor: Dr. Dawn Dalangin Hawk, NCTM
Assistant Director/Owner/Instructor: Dr. S. Eric Hawk
Office Manager: Judy Shin

2019-2020 PRIVATE LESSONS REGISTRATION FORM

Student's first name Student's last name

Student's date of birth Student's grade (2019-2020)

Parent/guardian's title Parent/guardian's first name Parent/guardian's last name
(Mr., Ms., Mrs.)

2nd Parent/guardian's title Parent/guardian's first name Parent/guardian's last name
(Mr., Ms., Mrs.)

Best contact email address Second email address

Best contact phone number Second phone number

Street address City, Zipcode

Student's experience (Beginner, # of years of previous study) Private lesson instrument selection

FREE group class selection: *NO GROUP CLASSES in summer for June and July. Limit one per student.
Students wanting to enroll in more than one group class listed below can pay additional fee of \$40/mo.

_____ Theory and Aural Skills: Preparatory -- Level 4 _____ Adult Theory 101 (beginners)
_____ Chamber Music (intermediate through advanced) _____ Adult Theory 102 (some experience)
_____ None for now. We are not available during the class time.

Lesson length (30, 45, 60 min.): _____ Lesson day (Mon, Tues, etc.): _____

First lesson start date and time: _____

*How did you hear about Hawk Music Academy? _____

Please list any allergies or other information you would like to share:

In order to reserve your lesson slot with Hawk Music Academy, there is a \$30 yearly registration fee payable by check to *Hawk Music Academy*, card, or through the Student Login. (\$15 for new student enrollment January through May.)

- ✓ I/my child(ren) agree(s) to the Academy's Policies above.
- ✓ I/my child(ren) would like to receive/try to receive the following academy awards: (mark with checks)
_____ Perfect Attendance _____ Highest Achiever _____ Technique belts

_____ We do not wish to receive any awards.

**Perfect Attendance and Highest Achiever awards apply only to students who have started in January and previously, to receive the awards for that school year.*

- ✓ I understand that payment in August through May will be through automatic PayPal subscription/monthly payment and is to be set up by the 1st of the month. I also understand that I may be billed separately for any books/materials needed.
- ✓ I understand that payment in the summer months of June and July is due by the first of the month or first lesson of the month for new students.
- ✓ We grant Hawk Music Academy the following permission to post any photographs, videos, or recordings of any activity or event associated with Hawk Music Academy on their website, social media pages, and promotional materials:
 - _____ A photo, video, or recording of myself/my child(ren) with names attached
 - _____ A photo, video, or recording of myself/my child(ren) with no names attached
 - _____ Only group photos with no names attached
 - _____ None of the above

NO LIABILITY FOR SERVICES PROVIDED

I/my child(ren) student hereby waive, release, discharge, and covenant not to sue Hawk Music Academy, LLC, its owners, employees, agents or representatives for any and all liability, claims, demands, injury, losses, or damages arising out of, or related to, the student's participation in lessons, events, or activities ("Hawk Music Academy programs"), whether based in contract or tort.

I/my child(ren) agree to indemnify, defend, and hold harmless Hawk Music Academy, its owners, employees, agents, or representatives for any and all claims, demands, injury, losses, attorney's fees, costs, liabilities, or damages against the Hawk Music Academy arising out of the student's participation in Hawk Music Academy programs.

By signing this form, I/my child(ren) agree to the statements above and Hawk Music Academy's *Student Policies*.

Signature of parent/guardian

Today's date