



# HIGGINS PIANO STUDIO

*Diane W. Higgins, NCTM*  
4625 Mullens Ford Road  
Charlotte, NC 28226-5040



[www.higginspianostudio.com](http://www.higginspianostudio.com)  
[dwhiggins@carolina.rr.com](mailto:dwhiggins@carolina.rr.com)  
704.651.7384 cell

## STUDENT ENROLLMENT FORM

Student's Name \_\_\_\_\_ Current Age \_\_\_\_\_ Birth Date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Length of Previous Music Study \_\_\_\_\_ Former Teacher(s) \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Home Address \_\_\_\_\_  
*Street City Zip Code*

Home Telephone \_\_\_\_\_ Cell: (Student) \_\_\_\_\_

Work: (Mother) \_\_\_\_\_ Work: (Father) \_\_\_\_\_

Cell: (Mother) \_\_\_\_\_ Cell: (Father) \_\_\_\_\_

Email: (Student) \_\_\_\_\_

Email: (Mother) \_\_\_\_\_

Email: (Father) \_\_\_\_\_

Are there any medical conditions that I should be aware of? If so, please explain: \_\_\_\_\_

Does the student play another musical instrument? If so, please list the instrument: \_\_\_\_\_

Has the student participated in the following musical activities: Federation Festival, Forum Auditions, NCMTA, Guild, Piano Recitals, or other musical activities? If so, please list the most recent activities:

\_\_\_\_\_  
\_\_\_\_\_

By checking this box, I give permission to Diane Higgins to use my child's name and/or photo on the studio website (address listed above) or for special presentations in order to spotlight my child's accomplishments.

I agree to contact Higgins Piano Studio if any of the above information changes.

I have received and read a copy of the Higgins Piano Studio Policy, and I agree to all studio policy requirements.

\_\_\_\_\_  
*Parent Signature Date*



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## 2025 – 2026 STUDIO POLICY

**MISSION STATEMENT:** It is my sincere desire that my teaching, the student's dedication and the parent's support will form an effective team. By working together, we can make music one of the most enjoyable experiences the student will ever encounter.

**ACADEMIC YEAR:** The Academic Year covers lessons from September 3, 2025 - September 2, 2026, which will include 5 individually scheduled summer lessons. Additional lessons are available upon request. Students must take at least 5 summer lessons in order to continue lessons in the fall. **A non-refundable \$300.00 fall registration fee is due by May 30 for those students who do not continue lessons in the summer.**

There are **10 Tuition Payments in the Academic Year**, divided equally from September to June. Regardless of the number of lessons per month, the tuition will remain the same, unless extra lessons are requested.

**Tuition is DUE on the FIRST of each month. Tuition is Past Due after the 10<sup>th</sup> of the month and there will be a \$25.00 late charge added to the statement.** Accounts that are past due as of the 30<sup>th</sup> of the month will result in lessons being discontinued until the account is current. If a check is returned, there will be a \$25.00 charge (plus any bank charges that may be incurred).

**BILLING:** Statements will be sent out on the 15th of the preceding month indicating tuition, music received, contest enrollment fees, and recital fees. Dates of contests, competitions, recitals or special activities will also be included in the monthly statements.

## CALENDAR



**(No Lessons are scheduled for the following dates)**



September 1, 2025  
October 6 – 10, 2025  
November 17 – 21, 2025  
November 24 – 28, 2025  
December 22 – January 2, 2026  
March 16 – 20, 2026  
March 23 – 27, 2026  
April 6 – 10, 2026  
May 25 – 29, 2026

Labor Day Break  
Fall Break (State Music Conference)  
Studio Break  
Thanksgiving Break  
Christmas Break  
Private School Break  
National Music Conference  
Easter Break, CMS Spring Break  
Memorial Week/End of School Break

**VIRTUAL LESSONS:** In the case of an incident where the student and I are physically unable to meet for the assigned lesson time, the lesson will be taught online by using Zoom or FaceTime. Please contact the Studio to obtain the Meeting ID Number and Password.

**HOLIDAYS:** Labor Day, Memorial Break, Fall Break, Spring Break, Conference Breaks, Studio Breaks, Thanksgiving, Christmas, and Easter holidays will be observed. **NO OTHERS.** (These breaks are included on the first page of this Studio Policy, and they are also listed in advance in the Tuition Statements.) Weather involving snow and ice will be treated on a daily basis. Contact will be made with the parent at that time.

**MISSED LESSONS:** Missed lessons will not be rescheduled.

**CANCELED LESSONS:** Canceled Lessons will be rescheduled (if time is available that week) provided a 24-hour notice has been given.

**DISCONTINUED LESSONS:** There will be a two week required notice for discontinuing lessons within the Academic Year. The final bill will include the two-week fee for the required notice.

**ARRIVAL and DEPARTURE from LESSONS:** Parents **must be prompt** when picking up their child. **All students must wait in the waiting room (quietly) until their parent has arrived.** **FOR SAFETY REASONS, NO STUDENT WILL BE ALLOWED TO WAIT OUTSIDE OR AT THE STREET.** A note from the parent is **required** if someone else is picking up the child. I **can not** supervise or be responsible for waiting children while I am teaching. If a student is riding a bicycle to a lesson, please make sure that the music is placed in a back pack (worn on the back) and not carried in a bag from the handlebars, etc. Several students have had serious injuries from dangling bags caught in the bicycle.

**PARKING:** Parking is available in front of my home. **Please be courteous to our neighbors by not parking across from their driveways, in front of their homes or turning around in their driveways.**

**MUSIC:** All new music will be given to your child at his/her lesson. This will enable him to receive instruction and then return home to practice. (This convenience saves the parent a trip to the music store!) A charge for the music will appear in the following monthly statement. It is best if music is kept together in a special place at home (piano bench, etc.) All assigned music (including Theory Books, Assignment Books, and Flashcards) should be brought to each lesson. It is very difficult to instruct your child if all of his music is not present. It is a good idea for students to bring their music to piano lessons in a book bag or canvas bag, etc.

**HEALTHY PIANO STUDENTS:** The piano keyboard is an excellent breeding ground for germ contamination. It is my goal to protect **well students** while they are having their lessons. Each student should have the confidence that an illness will not occur at his or her piano lesson!

- All students must wash their hands upon arrival to their lesson.
- There will be hand sanitizer for each student to use prior to the lesson.
- Students who miss school **for any health reason**, will also miss their piano lesson.
- Extra thought should be given in regard to sending a child with a runny nose or extended cough to lessons.

**FOOD:** Please **do not** bring food or drink to piano lessons. (Yes, that includes gum too!) The student should finish all snacks **before** arriving and wash his/her hands before the piano lesson.

**PIANO PRACTICE:** Practicing can be fun! Each student will learn and progress at his own ability, but I strongly suggest that your child have an "assigned" special time that will be set aside for piano each day, away from distractions. That way your child will be able to meet his responsibility with a routine. Young students may spend approximately 15 or 20 minutes daily with their music. Students who have had 2 to 4 years of piano should practice approximately 30 to 45 minutes daily. More than 4 years of piano requires at least 45 minutes to an hour of daily practice. For a good hand position, fingernails should be kept short. Please make sure that your child's piano is tuned regularly and in good repair (all keys and pedals working).

For best results each week:

- Practicing the piano **after** the lesson (**on the same day!**) is a great idea for students who "forget what to do".
- Students are encouraged to record their daily practice time in the ASSIGNMENT BOOK.
- All homework assignments are written in the ASSIGNMENT BOOK. It is recommended that parents **read** and **sign** the child's ASSIGNMENT BOOK and follow up on weekly assignments.

**METRONOME:** A metronome will be needed in the first year of piano study.

**PARENTAL OBSERVATION:** Parents are welcome to observe all or part of the lesson.

**APPRENTICE TEACHER:** Advanced high school students who have a desire to teach beginning piano students may do so under my supervision. Arrangements with the high school student (Apprentice Teacher), beginning piano student and his/her parents are made with me in advance. These beginning students will have the opportunity to participate in community service assisted living performances, Festival and my annual recital.

**SPECIAL DATES:** Please write on your calendar the dates for any competition, contest, festival, community performance or recital which would involve your child. The dates are given well in advance to avoid scheduling conflicts. (Remember, if a child is hurried or late to these events, it may affect his/her performance.) All contest and festival fees will be included in the monthly statement. There are no refunds.

**PROFESSIONAL OBLIGATIONS:** As a professional pianist, adjudicator to numerous piano competitions, and visiting lecturer to colleges, universities, workshops, and music conferences, I will need to be away from the studio for these commitments. Advanced notice will be given and missed lessons will be re-scheduled.

**PERFORMING:** Students who have mastered a piece are encouraged to perform their music for other piano students (either before and/or after their lesson). Piano lessons may occasionally "overlap" five minutes to allow for these special performances. In addition to these performing opportunities, there will also be Performing Class opportunities, and a Studio Master Class (by invitation) held during the year.

**COMMUNITY SERVICE:** Each student is encouraged to share their music in the community by performing in assisted living homes, hospitals, churches, schools and home tours. Invitations to perform in these events are announced in advance.

**RECITALS:** For any student who would like to perform, there will be one annual Piano Solo Recital held in May, and a Spring Ensemble Piano Recital. Due to the rising cost of the recital room rental fee, program printing, and other related expenses, there will be a charge of \$25.00 for each participating student. **It is expected that those attending the recital will remain in their seats until the recital has been concluded. Extra thought should be given to bringing a very young child to the recital.** Also, (except for video cameras) please plan to photograph your child either before or after the recital, not during the performance. Students find it very difficult to perform when there is a distraction.

**GRADUATING SENIOR PIANO RECITAL:** A graduating senior piano student will have the opportunity to perform a graduating senior piano recital. The student and parents will determine the location and date. Possible recital locations include: a school, church, piano store, or club of their choice.

**STUDIO MASTER CLASSES:** The Higgins Piano Studio will offer an opportunity for advanced students (who have prepared and memorized one or two musical selections) to perform for a guest clinician (from a college/university). Other students are welcome to attend.

**SUMMER COMPOSITION CAMPS:** Additional music composition camps are offered during the summer months. Students learn about the four musical periods, how to create and write music, and how to notate the music into the computer. By using the Signup Genius Website, students are encouraged to reserve additional time at the Studio Lab in order to complete their composition work.

**STUDENT ENROLLMENT FORM:** The Student Enrollment Form must be checked and signed by the parent. By signing the Student Enrollment Form, the parent agrees to the content included in the Higgins Piano Studio Policy and also grants permission to spotlight the accomplishments of their child by using his/her name or photo on the studio website or for special presentations.

**WEBSITE:** [www.higginspianostudio.com](http://www.higginspianostudio.com) Please refer to the Higgins Piano Studio Website for current news.

*Diane Higgins holds active memberships with the following music organizations:*

American College of Musicians (GUILD)  
Charlotte Music Club  
Charlotte Piano Teachers Forum  
Greensboro Music Teachers Association

Music Teachers National Association (MTNA)  
MTNA Southern Division  
North Carolina Federation of Music Clubs  
North Carolina Music Teachers Association

Virtual Local Music Teachers Association-NC