

# Academy of Music Policies – Spring 2018

## Registration

Students seeking to enroll in the Academy of Music should contact Jennifer Austin. Your registration can be submitted via email, in person, or through regular mail. Registration forms can be found on the [Academy of Music's website](#).

## Agreement to Policies

Please be aware that by submitting your child's registration form for the Academy of Music, you are indicating you have read and agree to the terms as stated below.

## Course Offerings & Tuition

Tuition is based upon the educational qualification of the instructor, length of lesson, and term of instruction. Lessons are offered based on instructor availability. If an instructor is not immediately available for the requested lesson, a waiting list will be maintained until an instructor becomes available.

### Guitar Instruction      **Full**      **Payments(4)**

#### **Undergraduate Instructor**

30 minute lesson..... \$200       \$50.00  
45 minute lesson..... \$300       \$75

#### **Graduate Instructor**

30 minute lesson..... \$250       \$62.50  
45 minute lesson..... \$350       \$87.50

#### **University Faculty**

30 minute lesson..... \$385       \$96.25  
45 minute lesson..... \$560       \$140  
60 minute lesson..... \$725       \$181.25

### Voice Instruction

#### **University Faculty**

30 minute lesson..... \$385       \$96.25  
45 minute lesson..... \$560       \$140  
60 minute lesson..... \$725       \$181.25

### Violin and Viola Instruction

#### **University Faculty**

30 minute lesson..... \$385       \$96.25  
45 minute lesson..... \$560       \$140  
60 minute lesson..... \$725       \$181.25

### Piano Instruction      **Full**      **Payments(4)**

#### **Undergraduate Instructor**

30 minute lesson..... \$225       \$56.25  
45 minute lesson..... \$325       \$82.25

#### **Graduate Instructor**

30 minute lesson..... \$270       \$67.50  
45 minute lesson..... \$375       \$93.75

#### **University Faculty**

30 minute lesson..... \$385       \$96.25  
45 minute lesson..... \$560       \$140  
60 minute lesson..... \$725       \$181.25

### Wind, Cello and Percussion Instruction      *Please indicate instrument below.*

#### **Undergraduate Instructor**

##### **Instrument** \_\_\_\_\_

30 minute lesson..... \$185       \$46.25  
45 minute lesson..... \$260       \$65

#### **University Faculty, cello**

30 minute lesson..... \$385       \$96.25  
45 minute lesson..... \$560       \$140  
60 minute lesson..... \$725       \$181.25

## New Students

All new students will be charged a \$25.00 registration fee upon registration.

## Payments & Billing

All fees are charged on a semester basis and can be paid in full before the semester begins, or in 4 monthly installments. Full payment, or the 1<sup>st</sup> monthly installment is due upon registering for lessons. Subsequent installments are due on a monthly basis, and the due date may vary per semester.

All monthly invoices/bills will be sent out via email unless otherwise requested. To receive your monthly bill by mail, please submit a request in writing for a paper copy of your bill mailed to you.

Payment forms accepted include check, credit card, or cash. The Academy of Music is not set up to take payments online. All payments should be made in person, by phone, or via mail.

## **Late Registration**

If the registration deadline is missed, a \$25.00 late registration fee will be charged to the student's account.

## **Withdrawals/Refund**

The deadline to withdraw from the Academy is the 2<sup>nd</sup> official week of lessons. If a request for a refund is made before lessons officially begin, a full refund minus a \$25.00 processing fee will be granted. If a request for a refund is made after the official start of the semester, it is the responsibility of the student, parent, and/or legal guardian to pay the \$25.00 processing fee in addition to the tuition for the remainder of the month.

## **Photo & Video Release**

Students are occasionally photographed or video recorded during Academy of Music activities. These photos or videos may be used to advertise or promote the Academy of Music program. By enrolling in the Academy of Music program, you agree to this policy. If you do not want your child's photographs or videos to be used in Academy of Music publications, please submit a written notice of this upon registration.

## **Attendance**

Students are expected to be on time for their lessons. Teachers are expected to wait 10 minutes for a student who might be late. If the student arrives LESS than 10 minutes late, they will receive a lesson for the remainder of their time slot (the lesson will end on time). If a student does not arrive after 10 minutes, the instructor is NOT required to stay any longer to wait. The lesson will be considered a "no-show" and will not be made up.

## **Make-up Lessons**

Any lesson missed by the instructor will be made up. If the instructor must reschedule a lesson, the student should be notified 24 hours in advance. Missed lessons may be made up in several ways:

- A. Adding additional time to future lessons
- B. Scheduling a longer lesson on a future date, or
- C. Rescheduling the lesson for another day and time

If the student must miss a lesson, the instructor should be contacted at least 24 hours in advance of the scheduled lesson. With proper notification, instructors will make up lessons missed when possible, however they are *not* required to make-up more than one missed lesson caused by the student's absence. If proper notice is not given to the instructor, the student will forfeit the lesson, unless the absence is caused by an extenuating circumstance.

## **Excused Absences**

The only absences that will be considered excused include illness or family emergencies. Other conflicts, such as birthday parties, family vacations, other extracurricular activities, etc., are not considered excused absences and will not be made up. Messages for the instructors must be left directly with your instructor's voicemail.

## **Dismissal**

Students may be dismissed for any of the following:

- Nonpayment or repeated late payments of tuition fees
- Repeated failure to attend/prepare for lessons
- Chronic rescheduling of lessons
- Behavioral or attitude problems.

\*The Director of the Academy of Music reserves the right to make final decisions about student dismissal.

## **Studio Policies**

New students are assigned to a studio based on their preferred instructor and faculty availability. If an instructor becomes ill or incapacitated during the semester, another instructor may be brought in to take over the instructor's studio. Upon the regular faculty member's return, students have the option of returning to their teacher or choosing to remain in the substitute's studio.

## **Practice Guidelines**

Students are required to provide their own instruments and music for study. Students will receive lesson assignments detailing what is to be practiced during the coming week.

## **Building Use**

Academy of Music lessons cannot be held off campus. Instructors teach all academy lessons in their studios or the allocated practice rooms. Lesson location will be set up by the instructor, and they are responsible for informing their students on lesson location. Due to limited space, Academy students are not permitted to use practice rooms or rehearsal space outside of their lessons.

## **Parking**

Parking for the Academy of Music is available in the Founders Lot, located off of Founders Lane. Before approximately 7:00pm on weekdays, campus police regularly issue parking tickets. Parking passes are available upon request. Upon registration, please provide your vehicle information (Make, Model, Color, Plate #, and State). Up to two vehicles may be registered to each family, however only one parking pass will be provided. Parking passes must be visibly displayed on the vehicle's dashboard. Parking passes that are not displayed correctly may result in a ticket.

The Academy of Music does not have the authority to waive University Parking Tickets.

## **Inclement Weather/Emergency**

In the event of inclement weather, the Academy of Music follows Winthrop University's inclement weather policies. If Winthrop University closes due to weather or any other emergency, Academy of Music lessons will be cancelled. These lessons are NOT required to be made up by Academy instructors. Cancellation may be made at the discretion of the Director. Instructors, students, parents and/or legal guardians are encouraged to exercise *extreme caution* in situations where weather conditions may pose any risk. If you are unsure whether your lesson has been cancelled, please contact your instructor directly.