

PRIVATE LESSONS

SCHEDULE. SMA Academic year consists of Fall, Spring and Summer semesters. Fall and Spring semesters comprise 20 weeks each for private instruction. Students can take additional lessons in excess of 20 lessons per semester if school calendar and their schedule allow such lessons or can take lessons several times a week. Students may register for lessons at any time during academic year. One Enrollment Application must be completed for each student indicating location of your class and/or days and times you are available for lessons. Missed lessons due to late registration will be pro-rated.

TUITION AND FEES. Tuition and fees must be paid before a student is admitted to a lesson. Payment may be made by cash or check either in person or by mail. There is an annual non-refundable registration fee for all private lessons, classes or ensembles of \$35 individual or \$50 family (more than one person). This fee is due at the time of registration with a completed registration form for each new and returning student.

Payment Options for Private Lessons:

1. *Payment in Full for semester:* We accept cash or check.
2. *Post Dated Checks Payment plan:* Tuition for semester may be made by a series of post-dated checks for the first day of each month for the first 4 months of the semester (e.g. Sept 1, Oct. 1, etc.) Checks should be made payable to Sharon Music Academy and must be received upon registration to confirm lesson time. No lesson times will be confirmed without receipt of all post-dated checks. Failure to provide all post-dated checks will result in an extra fee of \$20 per month. All NSF checks will be charged a \$25 NSF fee. The first month of tuition is nonrefundable. Incidental fees such as accompaniment fees or course materials must be made by check or cash. Fees for additional lessons in excess of 20 regular lessons per semester will be collected on the first day of the last month of the semester. Fees for a course or a program must be paid in full prior to the start of the course or the program.

ABSENCES AND CANCELATIONS. Students are charged for all lessons for which they register, including those missed through student's absence. SMA allows only one make-up lesson per semester, due to the student's absence, and only if the student attends the full semester. To be eligible for a make-up, a lesson should be cancelled no later than 10 am on the day of the lesson for an evening lesson and 7 pm of the day before a morning lesson. A make-up lesson can be scheduled during the last week of a semester or on any day agreed on by a student and instructor. SMA reserves the right to provide a make-up lesson with an instructor, other than a regular student's instructor. Private lessons missed during the public schools holidays and vacations, as defined in Academic Calendar, or religious holidays will be made up, the payment will be carried over to the next semester or refunded at the end of the semester only if the cancellation notification is given no later than 7 days in advance of the first day of the vacation. Cancellation has to be reported by e-mail or by putting a written notice into the mail-box in the waiting area. Verbal notice will not be accepted. Failure to give an advanced notice for lesson cancellation is considered a "No Show" for the lesson and is charged as a regular lesson. All lessons must be made-up by the last day of the semester for which they were registered. After that, no make-up lessons will be given. In the event the SMA cancels a lesson, a makeup lesson will be offered at a mutually convenient time. For Teacher absences students will receive a personal notification of teacher absences. The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to attend a lesson. If the school cannot arrange a substitute the missed lessons will be made up or refunded.

WITHDRAWAL AND REFUNDS. There is a one month minimum for all private lessons. One month notice (4 lessons) from the first of the

month is required to discontinue any classes. Students are still financially responsible for all lessons during notification period. No withdrawals will be accepted after May 15th. Withdrawal must be done in writing (email or mail) and will not be accepted over the phone. Withdrawal must be done with the school office and not with the teacher. All unprocessed checks, dated after one month notice period, will be returned. Any balance of unused lessons after one month notice period will be returned. Sharon Music Academy reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

EARLY REGISTRATION. Lesson times left unregistered after June 24 may be assigned to a new students. While a teacher may tentatively save a lesson time for you in his/her own schedule, your spot is not held until we receive registration, and therefore may be lost.

GENERAL PROVISIONS

SCHEDULE CHANGE POLICY. The Music Academy works to make the best possible match for students and instructor before studies begin. If a change is desired, or if a student wishes to make a change in lesson length or schedule, please contact the office by phone. The Academy reserves the right to substitute, replace or change the instructor at the discretion of the administration.

CLASS CANCELLATION. The Academy reserves the right to cancel any class because of insufficient enrollment. In the event a class is cancelled, you will be notified and given the opportunity to transfer to another class. If you do not enroll in another class, you will receive a full refund including registration and other applicable fees if they apply. In some cases, an under-enrolled class can proceed if the length, or number of classes, or the tuition is adjusted. If a class is cancelled, registered students will be notified by phone.

PARENTS RESPONSIBILITY TO BE AWARE OF DATES AND EVENTS. It is the responsibility of the parent or adult student to be aware of the school activities such as recitals and dates the school is open and closed. The school will post notices on the bulletin board as well as providing a school year and event calendar to all students. If students wish to participate in workshops, recitals, evaluations and competitions, it is the parent or adult students' responsibility to be aware of all applicable dates and deadlines. It is the Parent or adult students' responsibility to take care of all fees related to these events. It is also the responsibility of the parent or adult student to inform the school of any address, telephone and/or email change.

INJURIES. Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property or recital premises resulting from normal lesson activity conducted by the students before, during or after lesson time or recital. The Academy is not responsible for providing care for students before and after scheduled student activities.

PHOTO RELEASE. Unless it is marked otherwise on the registration form, the Academy is granted the right to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

SNOW POLICY. During inclement weather, Sharon Music Academy will follow Sharon Public Schools cancellations for all morning classes. If the public schools are open, classes will go as scheduled. For the evening classes students should call or visit online calendar on our website to check on weather related closing. A teacher still may be available if a student wants to have lesson on this day.

I have read and understood the above policies and agree to abide by them. Initial here _____ if you don't grant photo release

_____ Date

_____ Student Name (please print)

_____ Signature of Legal Guardian or Adult Student