



GROUP CLASS POLICIES AND PROCEDURES

GENERAL INFORMATION

CONTACT US

Feel free to reach out to one of our administrators at any time.

For general information on group classes at The Academy of Music, contact:

hannah@theacademyofmusic.org

(618) 353-3322

CALENDAR

Our teaching year is divided into three sessions: Fall, Spring, and Summer.

Fall Session: September through December

Spring Session: January through April

Summer Session: May through August

Group classes may be held during any of these sessions. Weekly group classes are 50 minutes long, and range from 8-14 classes per session.

TUITION

Tuition for each session (Fall, Spring, and Summer) reserves a weekly spot in your chosen class(es). Rates can be provided to you by the group class instructor or an administrator. Tuition is paid by the session and is not a “per class” fee. Tuition is the same cost per session regardless of the number of classes a student attends.

Tuition for each session covers the exact number of classes that your instructor will offer (between 8 and 14 classes depending on the session and specific class). There are extra weeks built into each session for instructor absences due to holidays, inclement weather, sickness, or professional commitments. You are always guaranteed that your instructor will be available for however many classes are scheduled for your session. *If a group class must be canceled by the instructor that will prevent the scheduled number of classes from being held, you will receive a credit or pro-rated refund.*

In addition to your weekly class time, tuition also includes:

- Weekly lesson preparation
- Curriculum planning
- Administrative costs
- Studio supplies
- Studio instrument tuning and upkeep (pianos and organ)
- Studio cleaning

If a student begins classes in the middle of a session, tuition will be pro-rated.

PAYMENT PROCEDURES

Tuition for the session should be paid by cash, check, or credit card before the first day of each session. (If you need to pay your tuition in monthly installments rather than by the full session, let an administrator know so that we can accommodate.) Please make checks payable to “The Academy of Music.”

To make a cash or check payment, please fill out an envelope next to the locked drop box outside the first classroom, making sure to include the student name, instructor name, and session (or month, if applicable). Place your payment into the envelope before depositing it in the drop box. Any questions regarding payments can be directed to the administrator at (618) 353-3322 or hannah@theacademyofmusic.org.

To pay electronically by credit card or bank account debit, please provide an email address to The Academy, and we'll assist with getting the electronic payment set up.

LATE PAYMENTS

Tuition is due before the first day of each session. We are not able to offer more than one class during a session until the tuition is paid.

ATTENDANCE

Students should arrive a few minutes before their scheduled class time with their assigned lesson materials.

No refunds or credits are able to be given for missed classes due to student absence. Students who are unable to attend their class will simply miss the benefit of their class time that week.

SICKNESS

To prevent the spread of illness, we require students to be fever-free for 24 hours before their lesson.

SNOW DAYS AND OTHER CLOSINGS

The Academy of Music will be closed for various holidays throughout the year. Students will be notified of these closings in advance. Teachers or an administrator will notify students or parents in the event of an emergency or weather-related closing. There are weeks built into each session to allow for canceled classes due to holidays and inclement weather. Therefore, no refunds or credits are offered for lessons canceled on these days (unless closures prevent the instructor from being available for all of the scheduled classes for the session).

WITHDRAWAL

We request that students who choose to withdrawal from The Academy of Music provide as much advance notice as possible. No refunds or credits can be given if a student withdrawals in the middle of a session.



GROUP CLASS STUDENT REGISTRATION

This page will be kept by The Academy of Music for our records.

Student name:

Age/Grade:

Instrument(s):

Please list prior musical experience:

Parent/Guardian name:

Phone:

Email:

Preferred method of contact: Phone Text Email

Additional parent/guardian name:

Phone:

Email:

Preferred method of contact: Phone Text Email

Emergency contact name *(Optional)*:

Phone:

Name of home church, if applicable:

Please list any siblings or immediate family members who also attend The Academy of Music:

The Academy of Music may take photos throughout the year during various classes and events. Please indicate whether or not we have permission to take and share your photo.

Student's photo can be taken: Yes No

Student's photo can be shared in the community and on social media: Yes No

I have read and acknowledge The Academy of Music's Group Class Policies and Procedures.

Student or Parent/Guardian signature

Date