



# STUDENT POLICIES AND PROCEDURES

## GENERAL INFORMATION

### CONTACT US

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

**For general Academy information and inquiries about private lessons, contact:**

[hannah@theacademyofmusic.org](mailto:hannah@theacademyofmusic.org)

(618) 353-3322

**For information or questions about Mini Music Makers, contact:**

[jenny@theacademyofmusic.org](mailto:jenny@theacademyofmusic.org)

(618) 353-3322

For lesson scheduling and specific questions regarding lessons for you or your child, please contact your individual instructor.

## PRACTICE AND PREPARATION EXPECTATIONS

Musical progress is made through consistent lesson attendance and at-home practice. We encourage parents of young students to be actively involved in their practice routine and musical learning. Involved and encouraging parents help to cultivate progress in their child's musical skills! We recommend each student establish a consistent, regular practice schedule each week. A practice log may be helpful for some students. Please speak with your teacher if you have questions about an appropriate amount of weekly practice for you or your child's age and/or ability level.

## CALENDAR

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

**Fall Session: September 1 through December 31**

**Spring Session: January 1 through April 30**

**Summer Session: May 1 through August 31**

During each of the three sessions, your instructor will be available for 14 lessons. Additional lessons may be available after the 14 lessons have been offered for the session (See "Tuition" section below for details).

## TUITION

Tuition for each session (Fall, Spring, and Summer) reserves a weekly time slot in each teacher's schedule. Your time slot is set aside specifically for you, and will not be offered to any other student. Tuition rates are determined by each individual instructor and can be provided to you by the instructor or an administrator. Tuition is paid by the session and is not a "per lesson" fee. Tuition is the same cost per session regardless of the number of lessons a student attends.

**Tuition for each session covers exactly 14 total lessons that your instructor will offer.** This allows about 3 extra weeks in 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 14 lessons during a session. If your instructor is available for more than 14 lessons and you wish to schedule and pay for additional lessons during that session, you may arrange with your instructor to do so. *If under extreme circumstances your instructor is not available for all 14 lessons during a session, you will be given a pro-rated refund or credit.*

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

- Lesson preparation individualized for each student
- Repertoire planning
- Recital preparation
- Administrative costs
- Studio Supplies
- Studio Instrument tuning and upkeep (pianos and organ)
- Studio Cleaning

**If a student begins lessons 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 lesson room, 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 lesson during a session until the tuition is paid.

## **ATTENDANCE**

Students should arrive a few minutes before their scheduled lesson time with their lesson materials. If students are late, the ending time of their lesson cannot be adjusted.

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

When lessons are canceled by an instructor, an alternative time will be offered if the lesson is necessary to provide the student with 14 lesson opportunities during a session. If the student is not available for the alternative time that is offered, he or she will receive a pro-rated credit or refund.

## **SICKNESS**

To prevent the spread of illness, we require students to be fever-free for 24 hours before their lesson. Many instructors offer lessons via Zoom when in-person attendance isn't possible. We ask that

students who are sick contact their teacher to arrange a lesson via Zoom.

### **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 lessons 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 14 lessons during the session).

During Advent (in December before Christmas) and Lent (the 6 weeks before Easter), there will be no lessons at The Academy on Wednesdays after 7pm, since worship services are being held in the church. Instructors who have students scheduled during this time will work with you to reschedule your lessons temporarily.

On rare occasions, the church may be in use for events that are unable occur at the same time lessons are being held (weddings, funerals, etc.). When this occurs, your instructor will work with you to reschedule your lesson time. You are still guaranteed that your instructor will be available for 14 lessons in each session.

### **WITHDRAWAL**

We request that students who choose to withdraw from The Academy of Music provide as much advance notice as possible. Students who withdraw before completing a session will receive a pro-rated refund of their tuition, less a \$50 fee.



# STUDENT REGISTRATION

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

Student name: \_\_\_\_\_

Age: \_\_\_\_\_ Instrument: \_\_\_\_\_

Please list any prior musical experience, if applicable:  
\_\_\_\_\_  
\_\_\_\_\_

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 will host group classes, recitals, and various other community performance opportunities throughout the year that we would love to document with photos. 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 Student Policies and Procedures.

\_\_\_\_\_  
Student or Parent/Guardian signature

\_\_\_\_\_  
Date