

Private Lesson Policy Fall 2023.

Students enrolled in Fall 2023 lessons are contracted for 15 lessons beginning the week of August 21 through the week of November 30. Lessons are located at the Pathfinder Church Ministry Center on the 2<sup>nd</sup> floor. The Ministry Center Door is located in the west parking lot. Enter there and take the elevator to the second floor for lessons.

**PAYMENT**

- Lessons with our Community Instructors are \$30 per 30-minute lesson. With our Specialist Instructors, lessons are \$38.50 per 30-minute lesson. Fall and spring sessions are 15 lessons over 15 weeks (\$450/\$578 total tuition).
- Payment for lessons can be paid in full, otherwise they'll be charged in 4 installments on the 15<sup>th</sup> of the month.
- *In the event the student chooses to stop lessons prior to the end of the session, they will be obligated to pay 75% of the remaining tuition in the session. There are no refunds.*
- *All active and participating students must have an up-to-date credit card on file. Payments must go through on the scheduled day or a \$15 late fee will be charged.*

**EXPECTATIONS**

- Students must sign in upon arrival for their lesson at School of the Arts to ensure our records are accurate and all students are accounted for in the building.
- A lesson will not be extended if a student is late.
- If the student is over 10 minutes late the lesson will be *cancelled*.

**ABSENCE/CANCELLATIONS**

- Regular attendance for lessons is expected. Students are charged for all lessons, including those missed due to absence. As a courtesy to your teacher, a student should notify the office AND the teacher in advance of any absence. This prior notification does not exempt the student from payment. Teachers are not required to give make up lessons when a student is absent.
- If a teacher is absent, the lesson will be rescheduled and take place before recitals are performed, at the end of a session. Missed makeup lessons will not be rescheduled.
- Lesson times are firm, and cannot be extended if a student arrives late. Scheduled public holidays does not mean private lessons are cancelled. Please refer to the website or the School of the Arts Program Calendar sheet for details.
- If SOTA is closed on your lesson day, the lesson will be rescheduled before the session ends.

**INSTRUCTOR**

- School of the Arts reserves the right to reassign a student to a different instructor in exceptional circumstances.
- Each instructor has been screened by Pathfinder School of the Arts, but parents/guardians have the option of being in the room with their child during the lesson.

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- In special cases, a parent/guardian may be asked to attend lessons if an instructor requires it.
- School of the Arts is not responsible for students or children left unattended either before or after the lesson.