

Rock-n-Bach Music School

Policy and Procedure Statements: 2017-2018 Academic Year

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Please read all the information and consult us with any questions and concerns.
Sign and return the signature page with your first payment. Thank you!

1. Lesson Scheduling, Location, Attendance, and Absences.

Scheduling.

Lessons are scheduled weekly at a regular time each week (e.g., Wednesdays at 3:30).

Lessons are offered on a weekly basis for 42 weeks of the year. Lessons are offered in 15-minute, 30-minute, or 45-minute durations.

Location.

Lessons are held at Rock-n-Bach Music School, 129 Plaza Circle, Waterloo IA, 50701. It is located just off of Ridgeway Avenue. As a safety precaution, we recommend approaching from the west to avoid a left turn on a busy street!

Attendance.

Students and families may use the waiting area for conversation and relaxation before, during, and briefly after the lesson.

Students should plan to arrive at least 5 minutes early. When you arrive in plenty of time, you allow yourself to settle down, warm up your fingers (when the weather's cold), cool off (when it's hot), and prepare to focus for an effective lesson.

Absences.

Absences will be handled at the discretion and availability of each individual instructor. Please refer to their individual policy statements.

Materials.

Students and families are responsible for funding books and other materials assigned by the instructor. Teachers may ask you to purchase materials, or reimburse them for books throughout the year.

2. Calendar, Studio Recitals, and Continuous Enrollment

Listed below are the important dates for the 2017-2018 Academic Year and 2018 Summer Term at Cedar Valley Music School.

2017-2018 Academic Year. (34 lessons and 5 holidays)

Individual instructors will communicate with students to schedule 34 weekly lessons with 5 holidays scheduled at their discretion across 39 total weeks. For example, some instructors may choose to hold lessons on Labor Day, and others may not. Check with your individual instructor for exact scheduling.

Week of September 4, 2017: Lessons begin at teacher's discretion, occurring weekly
Week of May 28, 2018: Final week of lessons in the academic year

2018 Summer Term. (8 lessons and 5 holidays)

The summer months offer opportunities for travel and personal relaxation. To accommodate, individual instructors will communicate with students to schedule 8 weekly lessons with 5 holidays scheduled at their discretion across 13 total weeks.

Week of June 4, 2018: Lessons begin at availability of teachers and students
Week of August 27, 2018: Final week of lessons in the Summer term.

If students are not available for 8 lessons in the summer term, no refunds will be given. Although we will try to work with your schedule as much as possible to accommodate this busy season, instructors are not obligated to hold multiple lessons in a week or hold longer durations to regain this time.

Students wishing to have more than 8 lessons in the summer term can pay for those lessons individually. See the "Tuition" page for more info.

Studio Recitals.

Rock-n-Bach Music School will regularly present **Studio Recitals**. Individual instructors will coordinate their own recital schedules. Check with your instructor to determine locations, dates, and general expectations for recitals.

Continuous Enrollment.

Students are heavily encouraged to stay continuously enrolled as long as they are interested in music lessons in Cedar Valley Music School.

Students who decide to temporarily discontinue lessons (such as taking the summer off) put themselves at risk for losing their place on their instructor's roster. The instructor reserves the right to re-accept or deny students returning after long-term absence.

3. Tuition.

What is my tuition for?

Tuition is not based on weekly lessons or attendance, but instead reflects the entire year that a student is enrolled. Your tuition is considered an investment into the future. The return on your investment is the following:

1. Musical skill, unmatched by what you'd receive through self-teaching or class instruction.
2. Performances: Your tuition covers the teacher's preparation time which allows your student to participate in a variety of performances throughout the year. However, IMTA, Federation Festival, and STAC fees will require an additional registration fee.
3. Personalized access to a professional musician, positive role model, and friend. Our students are trained to high musical standards, mentored to develop healthy and effective mindsets and attitudes, and treated with utmost kindness and respect.

Additionally, your instructor does a lot of behind-the-scenes work:

1. Ongoing education and teacher enrichment. In a constantly changing musical and educational world, we are always looking for ways to hone our craft and become better at what we do.
2. Lesson planning: Teachers spend time outside of lessons researching new music and planning the lesson time, as well as creating chord charts and arrangements tailored for individual needs.

Making Payments.

During the **Academic year**, payments are due the 1st lesson of each month during September, October, November, December, January, February, March, April, and May.

Tuition for the entire **Summer** term is due at your first lesson in June. There are no payments in July or August.

You can expect tuition to increase yearly, following the trends of the economy. This change will be implemented at the September payment.

Payments may be made by...

1. Check or money order for exact amount only
2. Cash for exact amount only in a sealed, labeled, and dated envelope.

A dropbox for payment is located in the entryway to the building. Please deliver your payments on the first lesson of the month.

Payment procedures are kept rigid for the benefit of all parties. The less administrative headaches we need to deal with, the more effectively we can serve our students and families.

We do not ask for a registration fee or any other extraneous prices. The listed tuition price is what you pay.

Late payments

When payments are not kept current, instructors reserve the right to cancel the weekly lesson until payments are made. Your tuition keeps our lights on!

Cancellation and refund policy

In the rare circumstance that an instructor cancels a lesson, the instructor will make every effort to reschedule the lesson. If the lesson cannot be rescheduled, the following amount will be credited towards your next payment:

<u>15-minute lesson</u>	<u>30-minute lesson</u>	<u>45-minute lesson</u>
\$16.25	\$23.50	\$35.25

Student Termination Policy

If a student chooses to discontinue lessons altogether during the course of an academic year, they will be offered to finish the lessons that they have paid for. For example, a student choosing to discontinue during October will be offered to complete all lessons during October. If the student chooses to terminate lessons immediately, no refund will be offered.

We kindly request *one month's notice* if you would like to discontinue lessons.

Amounts and Due Dates for 2017-2018 Academic Year and Summer Term.

Individual instructors may not offer all three lesson lengths. Check with your individual instructor to see what lesson durations are available at this time.

<u>Due at the first</u> <u>lesson of</u>	<u>15-minute</u> <u>lessons</u>	<u>30-minute</u> <u>lessons</u>	<u>45-minute</u> <u>lessons</u>
September	55	80	120
October	55	80	120
November	55	80	120
December	55	80	120
January	55	80	120
February	55	80	120
March	55	80	120
April	55	80	120
May	55	80	120
June	129.50	188	282
July	NO PAYMENT	NO PAYMENT	NO PAYMENT
August	NO PAYMENT	NO PAYMENT	NO PAYMENT

Students wishing to hold more than 34 lessons during the academic year or 8 lessons during the summer session will pay the listed per-lesson rate. Please bring these payments individually to each scheduled lesson.

<u>15-minute lesson</u>	<u>30-minute lesson</u>	<u>45-minute lesson</u>
\$16.25	\$23.50	\$35.25

4. Signature Page.

By signing below, you agree that you have read and understood the policies and procedures of Rock-n-Bach Music School. Sign below and return with your first lesson payment.

Your individual instructor will have additional policies for you to review with a separate signature page. Please be certain you have completed both.

Student name

Student signature

Date

Parent/guardian signature (if student is under 18)

Date

Thank you!