

## Harmony Road Music Center - Class/Financial Policies

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### **GENERAL INFORMATION**

#### **Harmony Roads offers the following class options**

- Toddler Tunes 1 & 2: 30-minute classes; semester is 18 weeks each level.
- Music In Me and More Music In Me: 45 minute classes, semester is 16 weeks each level
- Harmony Road, Young Musician: 55 minute classes; 20 week semester, 4 semesters per program
- Keyboard Prep: 55 minute classes; 20 week semester; 3 semester program
- Keyboard Musician – for graduates of Harmony Road, Young Musician & Keyboard Prep series: 55 minute classes; semester is 20 weeks, 4 semester program
- Piano Street – age 12 and older, 45 minute classes, semester is 18 weeks.
- Group Piano Classes – graduates of the Keyboard Musician series; 55 minute classes, 40 week year.

Ideal Class Size: 4-8 students. Established classes will continue even if enrollment falls to 3 students. We may ask, however, that your students join a different class for the next semester. Classes with fewer than 3 students will be cancelled and the students placed in an appropriate class.

For Piano Levels only: When attendance falls to 2 students, and all members agree, the class can continue at the same tuition rate at 40 minutes instead of 55. If the class continues at 55 minutes, a higher tuition rate will be assessed. Our ability to continue/schedule small classes will be determined by teacher/room availability and parent/student agreement.

#### **Adult Participation Requirement:**

Our program is most successful when the teacher, parent and child work together to teach the child. An adult is required to attend class with their student and be actively involved in the learning process.

The adult functions as a coach to help the student gain knowledge and build skills. During class, adults model skills and guide the student in performing skills taught during class. Between classes, the adult re-enforces class learning and supervises home activities. Adult participation in the classroom is vital to the success of the student

#### **Electronic Devices:**

We require that all adult and/or student operated electronic devices be turned off during class.

#### **Home Activities/Practice:**

Students need practice in order to accomplish learning goals. The frequency & length of practice sessions varies by class level. Your teacher can advise you what should be practiced. Regular practice will ensure that your student is prepared for the next class.

#### **Missed Class Policy**

Regular class attendance is critical for your student's learning experience. It is our expectation that students do not miss any classes but recognize that the occasional absence is unavoidable.

Students can attend another class of the same level to make-up their missed class. If that is not possible, the following process applies:

##### **PROCESS:**

- 1) Parent notifies Business Office/teacher that their student will miss class.
- 2) Teachers sends homework by mail or email
- 3) Teacher calls student/parent after second consecutive missed class to learn attendance status.

Tuition is not prorated for missed classes. (See Leave of Absence and Withdrawal policies.)

#### **Leave of Absence (LOA)**

A Leave of Absence is available for PLANNED consecutive absences of 3 or more classes arranged through the Business Office. Each LOA request will be reviewed by the Business Office in consultation with the student, family and teacher. Students taking a leave of absence may require private instruction to resume the class or may need to repeat a semester of study.

#### **Catch-up classes or Extra Instruction.**

This option is available for

- 1) Students returning to class after a leave of absence – no tuition paid during LOA.

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- 2) Students beginning instruction later than the second week of a semester (tuition prorated).
- 3) Students who desire extra instruction during the semester or during breaks.

It is the responsibility of the student or parent to contact the teacher, or Teacher Judy, to schedule make-up/extra instruction.

Minimum Fees for 30-45 Minute Private Lesson with Teacher – payable to teacher:

HR – KM: \$25.00; Piano 1-4: \$30.00; Piano 5-10: \$35.00

### **Withdrawal from Class**

**UNLESS YOU FORMALLY WITHDRAW YOUR STUDENT FROM CLASS, we will consider your child to be an enrolled student and will expect you to continue paying tuition.**

It is YOUR RESPONSIBILITY to give the Business Office a TWO WEEK WRITTEN OR EMAIL NOTICE that you plan to withdraw your student. Whether or not your student attends the next two classes, you are obligated to pay for those classes.

Telling your student's teacher that you are not returning does not meet the requirements of this policy.

Tuition payment is expected unless we receive a withdrawal notification.

#### **PROCESS:**

- 1) Parent gives the Business Office a written two week notice that their student will withdraw from class.
- 2) The two week notice is effective the day the Business Office receives notice of withdrawal.
- 3) Parent will promptly pay any tuition due prior to the last class.

### **FINANCIAL POLICIES**

#### **Materials**

Materials fees are due on or before the first class. Materials cannot be returned and are not refundable.

Part of your student's learning occurs when he/she writes in his/her book. If siblings are in the same class, they may share the CD and/or magnet board to reduce materials costs. A younger student may use an older sibling's book – IF all writing can be erased.

#### **Tuition**

Tuition is assessed by the Semester for all classes except Group Piano Classes which are assessed by the year (2 semester equivalent)

Tuition will not be prorated for missed classes. It will be prorated if the student starts after the second class of the semester or takes a leave of absence.

**Payment Options:** (to be declared by the second class of the semester).

1. In Full by the Semester: A discount is offered for payment in full by the 2<sup>nd</sup> class. No discount is offered for payment after the second class.
2. Payment Plan: 5 (10) equal monthly payments that are due at the first class of each month. (October-June)

LATE FEE: A \$10.00 will be assessed if payment is not made by the 15<sup>th</sup> (October – June)

RETURNED CHECK FEE: \$25.00

#### **Sibling Tuition Discounts**

The oldest family member enrolled will be charged the full tuition fee.

Discounts for 2<sup>nd</sup> & 3<sup>rd</sup> (or more) siblings are shown in parentheses on the fee schedule.

NOTE: There is no sibling discount for Toddler Classes or for any class with less than 3 students.

#### **Withdrawal from Class**

See above

#### **Collection Action: CUSTOMERS ARE RESPONSIBLE FOR COLLECTION COSTS.**

Unpaid accounts will be referred to a collection agency. All decisions regarding collection accounts will be the sole responsibility of Judy Stanley, owner of Harmony Road Music Center.