



401 North Parham Road
Richmond, Virginia 23229
(804) 774-4302
academies@weag.org
website: weacademies.org

MUSIC academy

Student Policies/Procedures

TUITION AND FEES

- The tuition of \$84 per month (instrumental lessons or Introduction to Vocal Performance) or \$95 (private vocal lessons or advanced instrumental lessons) for four 30-minute lessons of private instruction is due on or before the first scheduled lesson and by the 7th of each month thereafter.
- A \$15 late fee will be assessed for any payment received after the 15th of the month in which it is due. Statements of overdue charges are emailed as a reminder for students/parents to confirm their account standing. Payment must be received by the 15th regardless of receipt of a reminder statement in order to avoid assessment of the late fee.
- If the student's account has not been paid by the end of the month, the Music Academy, in its sole discretion, may discontinue instruction. All checks should be made payable to weACADEMIES of Art with a notation in the memo line including "Music/[teacher's initials]/[student's name]".
- Payments may be deposited in the box outside of the ACADEMIES' Director's Office or mailed to weACADEMIES of Art, 401 N. Parham Road, Richmond, Virginia 23229.
- Students are responsible for monthly tuition payments, regardless of missed lessons. The Music Academy is unable to reimburse or adjust tuition for missed lessons except for extenuating circumstances when prior arrangements have been agreed between the student/student's parents and the weACADEMIES Director. In the event of missed lessons, the teacher, in his/her sole discretion, may provide a make-up lesson on a date and time convenient to both teacher and student, to be taken within 30 days from the date of the missed lesson, after which time that particular lesson will be deemed an unexcused absence with no refund issued and no further opportunity offered for a make-up lesson.
- If a student/student's parent(s) wish to discontinue lessons, 2 weeks prior notice is required, in writing, to both the teacher and the weACADEMIES Director (by e-mail to academies@weag.org). Students are responsible for payment of any lesson that falls within the two-week window after written notification is made to the teacher/weACADEMIES Director – whether or not the student attends those lessons.
- Student/student's parent(s) should pay the teacher directly for all music books, sheet music and other supplies provided by the teacher.

LESSON SCHEDULE AND GUIDELINES

- New student's lessons will be scheduled based upon best fit and available teacher time slots.
- A total of four lessons a month will be scheduled -- one a week, on the same day and at the same time each week. Every third month, there will be five calendar weeks. The fifth week is designated as personal time for the instructor and he/she has the flexibility to determine the schedule for those five-week months although, typically, instructors teach the first four

weeks and do not teach the fifth week. If you have questions about the monthly schedule, please contact the instructor.

- Students should make every effort to be on time for lessons. Even in the event of late arrival, it is necessary that lessons conclude at their scheduled time, so that lessons scheduled immediately after also may begin on time.
- Parents should make every effort to drop off and pick up students on time. If students need to wait before or after lessons, they should sit quietly in the waiting area in the hallway outside of the studios. Children who are not able to sit quietly, and remain in the designated area, should not be left alone.

MISSED LESSONS

- Success with an instrument is directly related to the amount of time spent and the consistency of your effort. Regular attendance at lessons is a major part of that effort.
- If a student must miss a lesson, the student/parent should promptly notify the teacher directly, giving as much advance notice as possible. The student/parent is responsible for ensuring the instructor gets the message. The student/parent should NOT contact the Music Academy Administrator or weACADEMIES Director, leave such messages with ACADEMIES Office personnel, or leave such messages on the ACADEMIES' voicemail.
- Lessons missed by the student are the student's/student's parent(s) responsibility. The student/student's parent(s) will not be reimbursed for missed lessons. A limited number of make-up lessons may be granted, however in the instructor's sole discretion and in accordance with the terms regarding tuition and time restrictions set forth above for excused absences when the instructor has been directly notified in advance. Student/parent(s) should check with the instructor regarding his/her individual make-up lesson policy.
- Lesson cancellations by the instructor will be promptly communicated to the students and the weACADEMIES Director. Make-up lesson arrangements will be made for a mutually convenient date/time.

ACADEMIES CLOSINGS

- Information concerning closings will be communicated by way of e-mail.
- If lessons are missed because of inclement weather or emergency, they will be made up or credited at the instructor's sole discretion.
- Lessons also will be canceled during certain large-scale church events (i.e., Fall Festival, MFA productions, evening Vacation Bible School). These cancellations will be communicated in advance, and lessons will be made up or credited at the instructor's sole discretion.

Each instructor may have his/her own, more specific, studio guidelines which are approved by the ACADEMIES' administration. These guidelines will be communicated to the student/parent, in writing, by the instructor.

Please always feel free to contact the weACADEMIES Director (academies@weag.org) if you have questions or need assistance.

Signature

Date