



DANCE + MUSIC + DRAMA

401 North Parham Road
Richmond, Virginia 23229
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weMUSIC academy - Student Policies/Procedures

TUITION AND FEES

- **Tuition of \$92 per month (instrumental or Intro to Vocal) or \$100 (private vocal or advanced instrumental) for four 30-minute lessons of private instruction is due at first scheduled lesson and by the 7th of each month after. If a teacher/student agree to additional lessons or to extend the duration of lessons, those will be billed as an additional charge in the month given. _____ (please initial)**
- A \$15 late fee may be assessed for any payment received after the 15th of the month in which it is due. Statements of overdue charges are e-mailed periodically to confirm account standing, however, payment must be received by the 15th regardless of receipt of a statement to avoid a 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.
- Payment may be made by check made payable to weACADEMIES with a notation in the memo line including "Music/[teacher's initials]/[student's name]", deposited in the box outside of the ACADEMIES' Director's Office in South Hall hallway or mailed to weACADEMIES, 401 N. Parham Road, Richmond, Virginia 23229. Alternatively, payment may be made online at <https://www.kindridgiving.com/App/Form/0161ecaf-8592-4bf6-b269-a68c5fb5ec37>, choosing "Music Academy" as recipient.
- Students are responsible for monthly tuition payments, regardless of missed lessons. The Music Academy is unable to give a credit for missed lessons except for extenuating circumstances when prior arrangements have been agreed between the student/student's parents and the teacher. 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 is to discontinue lessons, 2 weeks prior notice is required to the teacher and, in writing by e-mail to the weACADEMIES Director (academies@weag.org). Students are responsible for payment of any lesson that falls within the two-week window after proper notification is made – whether or not the student attends those lessons. _____ (please initial)**
- 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. In the event a 5th lesson is taught in a 5-week month, the student's account will be charged for the extra lesson.

- 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. Parents, siblings and students are asked not to go into other rooms in the church (e.g., South Hall) before, after or during lessons.

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 they have their instructor's contact information and that the teacher gets the message. The student/parent should NOT contact the weACADEMIES Director or leave such messages with ACADEMIES or WEAG Office personnel or on the ACADEMIES' voicemail. _____ (please initial)**
- **Missed lessons are the student's/student's parent(s) responsibility. A make-up lesson may be granted, in the instructor's sole discretion and only when the instructor has been directly notified of an anticipated absence in advance. If credit for a lesson is to be given instead of a make-up, this must be agreed by the teacher (credits for missed lessons may not be deducted from a monthly payment without prior agreement of the teacher). _____ (please initial)**
- 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 or by phone call from the teacher.
- 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.

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

Signature

Date