

2018-2019 SCHOOL POLICY FOR STUDENTS

Class/Lesson Schedule and School Cancellations - During our 2018-2019 school year, there will be a minimum of 38 sessions scheduled including any recitals and/or concerts for continuing class or private students. Continuing Sessions begin the week of Saturday, September 8, 2018 and will end the week of June 15, 2019. The week of June 22, 2019 is reserved for make-up sessions. Expected vacation periods are listed in the School Calendar available on September 8, 2019. Weather cancellations will be posted on our website at www.pemusic.com and www.cancellations.com.

New Classes: New Beginner Classes are offered in September and February. See applicable brochure for details.

New Private Students: New students may enroll for private lessons anytime during the year. Tuition accounts will be pro-rated based on a minimum of 38 total sessions. Your registration fee and 1 full month is required at registration. Attendance is very important for continuity and musical progress. If a student misses 3 lessons in a row, or has excessive absences, he or she is at risk of losing their scheduled time.

Registration Fee (for existing students) - \$35.00 is included in the re-enrollment deposit, and is applicable to all continuing students. This is non-refundable unless the Music School cancels a class.

Registration Fee (for new students) - \$35.00 is payable in advance, non-refundable, and applicable to all new students.

Re-Enrollment Deposit (for continuing students) – A \$35.00 registration fee & 1 month of tuition per student is due by **July 10, 2018** to hold your place in a class. The registration fee previously mentioned of \$35.00 is non-refundable. The remaining deposit is refundable until August 15, 2018. The deposit holds your lesson time. All times are held until July 10, 2018. After that, only spots with received enrollment forms with payments will be held. Remaining spots are issued on a first come first serve basis.

Tuition – Total tuition for the 2018-2019 school year will be **\$900.00 (\$860.00) per group class and \$1,280.00 (\$1,240.00) per private lessons**. The rate in parentheses indicates 2nd family member. Payment options are listed below. Tuition payments for the 2 pay plan are due at the first session and on February 1, 2019. Tuition for the 10 pay plan is due at the first session and on the first of the month October 2018- June 2019. Note that the 10 pay plan includes a \$5 installment fee.

	<u>Total per year</u> <i>(Please note the amount in parentheses is for the 2nd family member)</i>	<u>2 Pay Plan</u>	<u>10 Pay Plan</u>
Group Classes:	\$900.00 (\$860.00)	\$450.00 (\$430.00)	\$95.00 (\$91.00)
Private Lessons:	\$1,280.00 (\$1,240.00)	\$640.00 (\$620.00)	\$133.00 (\$129.00)

Tuition for **existing students** is non-refundable after 8/15/18 unless we cancel a class. Students enrolling late are obligated to pay for all sessions once they enroll, but not sessions prior to their enrollment. Any recommended supplemental lessons will be charged at regular rates.

Tuition for **new class students** is refundable (less a \$10.00 service fee) UP TO 48 hours prior to the start of the session joining. After that, tuition is non-refundable. See applicable brochure for session dates and other details.

Tuition for **new private students** starting lessons after September 8, 2018 is refundable (less a \$10.00 service fee) UP TO 48 hours prior to first lesson. After that tuition is non-refundable.

Automatic Payment: Tuition installment fees are waived for accounts on automatic payment. You may enroll for automatic payments by filling out the credit card information on your re-enrollment or registration form and signing to authorize. Payments are usually processed between the first and 10th of the month. Auto pay is dependent upon filled out and signed re-enrollment form.

Late Charges and Other Fees It is your obligation to make on-time payments. A late charge of \$5.00 per month per enrolled student will be added to an account with an outstanding balance after the 10th of the month. Bills are usually sent only if a payment is past due. Fees for books and materials are due at the time they are distributed. Fees for supplemental lessons and extra materials will be charged as necessary, but with prior student approval. If your account is delinquent you will be responsible for added finance charges (up to 1.5% per month), and after 90 days, collection charges of up to 50% of your past due balance. Paul Effman Music School reserves the right to suspend any student whose account is delinquent by 2 months or more, or who consistently pays late. A \$30.00 fee will be added for each returned check. A \$10.00 service charge will be added for students who require a tuition adjustment for vacation or work.

Method of Payment – You may mail a personal check (made out to *Paul Effman Music* for the correct amount) to Paul Effman Music School, 696 Dutchess Tpke, Suite C, Poughkeepsie, NY 12603 or you can pay at either location during business hours. You may also call in a phone charge. We accept Visa, Master Card, American Express, and Discover credit cards, or personal checks. **DO NOT ASK YOUR TEACHER TO PROCESS PAYMENTS.**

Withdrawals – A student is considered enrolled for the full school year after submitting a signed enrollment form and/or payment, or by attending a lesson, and is, therefore, responsible for all fees as listed in this policy. **A two-week advance written notice is required for any student withdrawing from lessons before the end of our school year.** You will be billed for any balance due, or we will hold any remaining credit for one year. No refunds are issued for withdrawing students.

Class Attendance/Missed Lessons – The tuition you pay reserves a place in your weekly class. **There is no reduction in tuition for missed lessons.** If you must miss a class, your teacher appreciates a phone call to let him/her know. He/she will e-mail the assignment to you or you may arrange to participate in another class, if one is available at the same level or lower level. Class attendance is limited to the enrolled student and one parent for beginning **Junior Music Course** and **Young Musicians Course** classes. (A parent is required to attend **Junior Music Course** classes and recommended for the first 4-6 weeks of **Young Musicians Course** classes). Childcare should be arranged for siblings. **OUR WAITING AREAS MAY NOT BE USED FOR UNSUPERVISED CHILDREN.**

Private Attendance/Missed Lessons – The tuition you pay reserves your place in your weekly lesson. **There is no reduction in tuition for missed lessons.** Students are expected to arrive on time to receive a full lesson. If you cannot come, you **must** notify us at least 24 hours in advance. Your teacher will reschedule or “make-up” 2 lessons per year (1 for ½ year students) for which they received proper advance notice. Your teacher is not obligated to make-up or reschedule additional lessons. Make-ups are scheduled at your teacher’s convenience. If you miss the make-up lesson, it will **NOT** be rescheduled. All other missed lessons will be charged at regular rates. In case of serious illness, contact us to have your lessons put “on hold”. Attendance is very important for continuity and musical progress. If a student missed 3 lessons in a row, or has excessive random absences, he or she is at risk of losing their scheduled time.

Vacation/Work Absences – If you need to miss 3 or more consecutive lessons due to work obligations or extended vacations, we will issue a credit for the missed lessons less a \$10.00 service charge, as long as you notify the Music office **in writing** at least 2 weeks in advance. Students who’s accounts are on “hold” for more than 3 weeks with no return date known may lose their lesson time but we will do our best to schedule a time that works for you.

Practice Instruments – Enrolled students must have an adequate instrument for practice. Purchase options for students are available. Students should move to a full-sized piano or digital piano by the end of the first year of lessons, or as soon as your budget allows. Your teacher can assist you with the purchase of something in your price range, and students receive special consideration on piano purchases at Paul Effman Music in Lagrangeville. A full-sized piano or digital piano is recommended for private students, especially those who have reached an intermediate level in which a keyboard is no longer adequate. See your teacher for recommendations and options.

Regrouping Classes/Class Size – Students are matched according to age, skill development and musical goals. Occasionally it becomes necessary to regroup classes because of reduced class size, uneven skill levels, or because of teacher changes. We very much appreciate the dedication of students and parents who make adjustments in their busy schedules to accommodate these changes. A standard class is 50 minutes long with a minimum enrollment of 4 students. We may run classes of 3 students for 40 minutes at the regular fee, but reserve the right to re-group small classes to maximize student benefits. Students who cannot make a rescheduled class and opt to take private lessons will have their account adjusted to reflect the private rate for the amount of private lessons remaining in the school year.

Photo Release - Paul Effman Music (“PEMS”) and The Music School reserves the right to use any photograph/video taken at any event or class provided or sponsored by PEMS, without the expressed written permission of those included within the photograph/video. PEMS may use the photograph/video in publications or other media material produced, used or contracted by PEMS including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc. Any person desiring not to have their photo taken or distributed must contact Kimberly Cross in writing of his/her intentions and include a photograph to have on file which will remain private and confidential and be used only for the purpose of identifying said persons.

Weather Policy - In the event of bad weather, we will post any cancellations, early closings or delays on our website at www.pemusic.com, and on www.cancellations.com. We do not follow a school district for closings so be sure to check in 2 hours prior to your scheduled time if you haven’t already received notification and always use your best judgement for conditions in your area.



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