

Music Lesson Policies

Leave of Absence

Approval by the teacher and the Music School Coordinator must be given if a student wishes to register for less than a full term (2 weeks absence or more). This must be arranged at the beginning of a term.

Withdrawing before the end of term

A student may withdraw before the end of term. There is a \$25.00 administration fee that is charged to do so.

Partial Term

Students cannot sign up for a partial term unless they start after the term has started.

Overdue Accounts

Students with outstanding accounts will be unable to register and start classes for the new term until their account is paid in full. We prefer that all fees be paid by the middle of each term.

Make-up lesson policy

- Any lessons missed by the teacher will be made up. If this isn't possible during the time allowed, the missed lessons will be credited or refunded.
- At least 24 hours notice must be given to the teacher in order for the lesson to be made up. (Call the teacher only)
- Please note; there are only 2 make up lessons in the Fall and Spring terms and 1 for the Winter. Any lessons missed by the student over the maximum allowed cannot be made up and are still paid for even if proper notice was given.
- Failure to give proper notice (24 hours) to the teacher means the lesson is NOT made up but still is paid for.
- Students who have more than three unexcused absences in a term may be asked to withdraw from lessons.

Withdrawals/Refunds

- Students must inform the Music School Coordinator if they will be withdrawing from lessons before the end of term.
- It is important that students take their lessons seriously. Students are expected to practice regularly, do their homework and attend classes on a regular basis. A student may be asked to leave music lessons for any of the following reasons:
 - More than ONE UNEXCUSED ABSENCE per term
 - More than THREE EXCUSED ABSENCES per term.
 - Discipline problems, lack of practice, poor attitude.
- The reasons for this policy are that we want students to progress in their studies and they cannot without regular attendance and study habits. We are highly subsidized and cannot afford to keep students who are not serious about their studies.

Lateness policy

- If a teacher is late, the time will be made up at a later, agreed upon time.
- If a student is late, the time will not be made up.
- A student who is habitually late may be asked to withdraw from lessons.