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Yamaha Music Conservatory School Policies

REGISTRATION AND ENROLLMENT

NEW STUDENTS: Group classes are filled on a first-come, first serve basis. New classes start each year in September (Fall semester) and February (Spring semester). New private lesson students start on a rolling basis (based on teacher and space availability).

CONTINUING STUDENTS: Students must re-enroll at the end of each Spring semester for the following academic year during the June open enrollment period. Students who re-enroll during this time will reserve their space for the following year, as well as receive our early bird discount. Registration from Fall to Spring is automatic.

TUITION AND PAYMENTS

GROUP CLASSES: All tuition payments for the Fall or Spring Semester are due on or before your first scheduled class. Any class size that drops to 3 students or less will be asked to combine with other existing classes or the duration of the class will shorten to 45 minutes. Yamaha Music School reserves the right to stop a student's instructional activities if there is a lingering unpaid account.

PRIVATE LESSONS: Private lessons will be auto-paid on the first of each new calendar month. Parents are expected to leave credit card information in our secured file with the Front Desk for monthly auto billing. After payment is processed you will be emailed a receipt of payment. **Please note:** If you choose to opt-out of auto-billing, your balance is due at the first lesson or by the 8th of each month. Tuition received after the 8th has a \$25.00 late fee.

RETURNED CHECK FEE

There will be a \$35 charge for any check returned by the bank. We accept Cash, Checks, MasterCard, Visa, Discover, American Express and online payments through PayPal. The school reserves the right to discontinue the enrollment of any student who does not comply with its payment policies.

WITHDRAWAL/ REFUND POLICY

ALL REGISTRATION/TUITION PAYMENTS ARE NOT REFUNDABLE. This policy will be strictly enforced. Formal written notification must be given to the office, and, depending upon the situation, require a meeting with the school director and/or teacher. Teacher notification is not considered formal notice of withdrawal. Non-attendance is not considered a withdrawal. Lesson credit will be issued for any family member and has no expiration date. This credit will be based on any paid unused lessons. If a student attends any part of a month, they will be charged the full month tuition of their group lesson. **TUITION PAYMENTS ARE NOT REFUNDABLE.**

**AGE POLICY FOR BEGINNING COURSES (Strictly Enforced)**

YMES courses are designed for specific age groups at their unique developmental stage. Students must meet the following age criteria:

Music Wonderland (age 3 ½): must be 3 ½ by September 15 (Fall Semester) or February 15 (Spring Semester)

Junior Music Course (age 4-5): must be 4 by September 15 (Fall Semester) or February 15 (Spring Semester)

Young Musicians Course (age 6-7): must be 6 by September 15 (Fall Semester) or February 15 (Spring Semester)

MAKE-UP POLICY

MISSED GROUP LESSONS: Teachers will make homework assignments available via email to parents and students for missed group lessons. All missed group lessons due to teacher absence will be rescheduled on an alternative day or during break periods. Students are welcome to make-up a missed group lesson at another appropriate class time. If there is no comparable group lesson, a teacher or practice partner will be assigned to provide a 15-20 minute makeup session. There is a limit of 3 Practice Partner sessions per school year.

MISSED PRIVATE LESSONS: See private lessons policy on separate sheet.

SCHOOL CANCELLATION/CLOSING POLICY

Enrollment or Schedule Related: YMS will design a schedule of classes to suit as many needs as possible. However, in the event that a particular day and time does not fill, we will cancel that class and offer a convenient suitable option.

Weather-Related: Please note that YMS does not necessarily follow the weather cancellation decisions of the local public schools. Please provide a mobile phone number to receive text messages for school closings.

REQUESTS TO CHANGE LESSON OR CLASS TIMES

To help ensure a consistent and high quality education, a year-long commitment to a lesson time is strongly encouraged. If a change of lesson time is required due to a schedule conflict, students are always welcome to join another suitable level class. **ALL REGISTRATION/TUITION FEES ARE NOT REFUNDABLE.** This policy will be strictly enforced. The Yamaha Music Education strives to offer the finest in early music instruction. We need your full commitment to attain these goals for your child.

SAFETY

In the event of an emergency, YMS staff and instructors will lead students and families in the established exit procedures. Parents are responsible for the well-being and safety of their children while on school grounds. YMS is not responsible for the loss of personal items.



Yamaha Music Conservatory Private Lesson Policy

We would ask that you go on your child's school website and search for the yearly calendar. All school concerts and important school events are published a year in advance. Let your teacher know well before a school event occurs if it will interfere with the special time dedicated to your child's private lesson. Your teacher will do everything possible to provide a suitable makeup for unavoidable school programs. **This does not apply** to any sporting events, games, or practices. If your child does have a game or other commitment to which he or she must attend, a makeup lesson will be entirely left up to the discretion of your instructor but is not always guaranteed.

Please note: Our instructors reserve a specific day and time for each private lesson. This is their livelihood and they depend on the steady income from private instruction as a means of support.

Please email **THE OFFICE FIRST more than 24 hours** in advance if you must miss your lesson. We require this notice by email only!!! Any absence with less than 24 hour notice will be required to be paid. There will be NO exceptions.

As always, thank you for your ongoing support of the Yamaha Music Education System programs!

I have read and understand the private lesson policy of the Yamaha Music Conservatory.

Parent signature _____ Date _____

Student name _____