



POLICIES & PROCEDURES 2009-2010

PRIVATE LESSONS are offered for piano, guitar, voice, strings, and percussion. They are 30 minutes in length, one lesson per week. Piano students may also schedule 30 minutes of computer time for music theory at no additional charge. This can be before or after the lesson.

PARTNER LESSONS FOR GUITAR are offered to students 2nd grade and older. Partner lessons are 30 minutes per week with 2-3 students. The fall semester is Sept. 8 to Dec. 14. The spring semester is Jan. 11 to May 17. Enrollment is by semester only.

CLASSES are available for **piano, guitar and voice** for students in grades 3-6. The classes meet for 45 minutes per week. The fall semester is Sept. 8 to Dec. 14. The spring semester is Jan. 11 to May 17. Enrollment is by semester only.

SCHEDULE: The school year has 32 lessons from September to May. You will have the same lesson time each week. To request a permanent change in your lesson time, please visit or call our office. **Faculty cannot make schedule changes.** Summer lessons are available and may be scheduled at your convenience.

MISSED or TARDY LESSONS: If possible, please inform the office in advance of any missed lessons. **Missed lessons are non-refundable. No make-ups are available** due to the fact that the teachers are paid for their contracted time. Students arriving late will not have their lesson times extended.

INCLEMENT WEATHER: In case of bad weather, please call the School of Music for information concerning the schedule. If the School of Music closes, students may schedule a make-up lesson anytime before July 31 of the current teaching year.

WAITING ROOM, DROP-OFF, PICKUP: The waiting room is provided as a courtesy to the students and parents. Please be aware that the waiting room is not supervised. Food and drinks are not allowed. Please drop off students no more than five minutes prior to the scheduled lesson time and pick them up promptly.

TUITION & FEES: An annual registration fee of \$35.00 is due at registration and is non-refundable, with a

maximum of \$85.00 per family. Tuition for the school year is paid in equal installments, September through May. Students must enroll for a minimum of two months and monthly installments are as follows:

Private Lessons (excludes strings)	\$115 per month
Home School (excludes strings)	\$95 per month
Family Rate (3 rd student)	\$95 per month
Beginning Partner Guitar Lessons & All Classes	
Fall Semester	\$345 semester
(3 monthly payments of \$115 Sept–Nov.)	
Spring Semester	\$460 semester
(4 monthly payments of \$115 Jan–April)	
Continuing Partner Guitar Lessons	\$95 per month
String Lessons	\$125 per month
String Lessons (Home school)	\$105 per month
Summer Lessons (excluding strings)	\$32.50 each
Summer String Lessons	\$35.00 each

Tuition payments are due at the first lesson of each month. If a check is returned unpaid, the account will be charged \$25.00. A 1.5% monthly charge will be placed on all accounts 30 days past due. All checks should be made payable to the Rockwall School of Music (RSM). In order to make paying more convenient and timely, you may pay with a credit or debit card from Visa, MasterCard or Discover. Automatic Bank Drafts are also available. Home School and Large Family discounts are available during the fall and spring semesters.

WITHDRAWAL: Registration is for the entire School of Music calendar year, excluding Beginning Partner Guitar Lessons and all classes, which are semester programs. If for any reason you need to withdraw from private lessons before the school year has concluded, please request a Drop Form from the office. Please note that a two-week notice is requested to withdraw from lessons. You are liable for any financial responsibilities until the Drop Form has been submitted. Any overpayment will be refunded.

PARENT VISITATION & PROGRESS REPORTS: Parents are welcome to observe the private lessons. A time can be arranged at your or the teacher's request to review your student's progress. Please make your request at the office.

SUMMER LESSONS: Summer lessons will be offered June 7 – August 14, 2010. Students are requested to enroll for at least seven lessons to provide consistency and progress through the summer semester. Enrollment for the summer semester will begin April 1, 2010.

Rockwall School of Music

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