

## SCM School Calendar and Lesson Policies

*Our Full Calendar Year is defined as: **September - August***

Students *may enroll any time* throughout the year. We have two programs students may choose from for their budgeting/scheduling needs:

- 1) **12 MONTH PLAN:** Tuition Installments active for 12 months starting at any given time. Student joins any month and pays 12 installments towards 45 lessons per calendar year. (Assumes an average of 3.75 lessons per month)
- 2) **10 MONTH SCHOOL PLAN:** 10 Tuition Installments (Less, if 1st-time enrollment is in any month after September). Installments end on June 1st, with the option to purchase additional lesson packages or individual Pay as You Go lessons in the Summer months. If a student's allotted lesson numbers have not been completed by the last tuition installment June 1st, lessons remaining will be fulfilled in the Summer months. Everyone goes at a slightly different pace, but most students following a normal school calendar with average vacation time/sick days will complete their tuition-paid lessons around the beginning of June. (Assumes an average of 3 - 3.5 lessons per month)

**Examples:** Student joining in September, 10 tuition installments, covers 36 lessons/events

Student joining in October, 9 tuition installments, covers 32 lessons/events

Student joining in February, 5 tuition installments, covers 18 lessons/events

- 3) **CUSTOM PLAN/DROP-INS:** If you have off-peak scheduling availability (mornings, afternoons before 4pm, etc) or a special scheduling request involving less frequent lessons for maximum flexibility, such as bi-weekly lessons or ad hoc lessons, we are open to discussing options for you. Due to high demand, we can't reserve a regular prime-time slot for you (weekday evenings and weekends), but we can look at openings as they arise each week from cancellations/vacations/off-peak hours, etc. How it works: you contact us to schedule a lesson, and we see if we can work out a specific option for a particular date. There's no set commitment — you just pay for that individual lesson at a slightly higher rate than our committed tuition plans. For bi-weekly lessons through tuition plans, contact us.

**Tuition Rate Chart (Based on ACH Payments; Add \$7 per monthly installment for Credit Card Payment)**

<b>Total Lesson Time each Week</b>	<b><i>Basic Course</i></b>	<b><i>Intermediate Course</i></b>	<b><i>Artistry Course</i></b>
30-mins	\$198	\$219	\$240
45-mins	\$257	\$278	\$299
60-mins	\$317	\$338	\$359

For longer lesson times, or Director Apprenticeship pricing, please contact us for rates or see our website for more information ([scmusicarts.com](http://scmusicarts.com)). *We offer discounts for weekly lesson time exceeding 1 hour.* Lesson unit rates decrease as more weekly lesson time is purchased. For example, a family with 3 kids who have 30-min lessons each will be charged at the 60-min tuition rate + 1/2 60-min rate for the total amount instead of 3 x the 30-min tuition rates.

**Enrollment Schedule for a New Student joining the 10 Month Plan: (12 Month Plans always include 45 Lessons regardless of when the student joins, offering greater value)**

<b>Enrollment Period</b>	<b># of Lessons</b>	<b># of Monthly Payments per year</b>
September	36 per year	10
October	32 per year	9
November	28 per year	8
December	25 per year	7
January	21 per year	6
February	18 per year	5
March	14 per year	4
April	11 per year	3
May	7 per year	2
June	4 per year	1
<b>Summer Flex-Term</b>	No set # (Pay as you go)	Pay as you Go

## **Enrollment and Payment Methods**

Lessons installments are payable through our Automated Monthly Payment Plans. Upon Enrollment, students pay a one-time, “lifetime” registration fee of \$75 to reserve their placement with an instructor. Following registration, our admin will set-up your payments through a recurring billing plan. *You may cancel your payments at any point during your study with us by giving 30-days notice to discontinue/pause lessons. At that point in time, we will look at your attendance record and payment history to see how many lessons you’ve attended; if any are owed to the student, the teacher will fulfill those remaining lessons.* Tuition Installments are always due on the 1st of the month. If a payment is more than one week late, a \$20 late fee will be applied to that month’s installment. One-time payments can be made by cash, check or on our website: **scmusicarts.com**. Checks should be made out to: **SCM**

- Special Events/Additional Classes & Recitals: We host special events year-round such as Masterclasses, Seminars, and Recitals which may take place in large venues and/or involve Professional Musicians. Depending on the scale of the event, we may charge admission or set a special fee for participation. Most of these events are included with our various programs, such as the Intermediate and Artistry programs. Audience members are admitted free of charge for all SCM Student Recitals.

**Late Payments:** If you are having trouble paying your tuition, please contact us before your scheduled lesson, and we will try to work through a payment solution. We will work with you to keep your placement with an instructor, however, if you are frequently delinquent in making payments, we reserve the right to discontinue lessons with you and offer the lesson time to another client.

## **Referrals**

Please feel free to give out our details. Refer a friend or someone you know to SCM and receive a free lesson or admission to a special event after your acquaintance confirms their enrollment. Limit, two per Calendar Year.

**Summer Flex-Term Information:** Under our 10-Month School Plan, our tuition is based on a specific number of lessons to be completed each year, so we use the Summer months for leftover lessons resulting from cancellations made in advance during the Autumn and Spring. Students who *complete their set number of lessons* covered by their tuition payments may opt to have extra lessons throughout the Summer Term Pay per Lesson or purchase a Summer Package of lessons instead of paying a mandatory monthly installment. Please see our *Summer Lessons Pricing Chart* for more info.

## **Cancellation Policy**

Notice of a lesson cancellation must be given 24-hours in advance to the instructor (it's important to *communicate directly with your instructor* since our studio phone/email is not always manned at all times); otherwise the lesson will be counted in the payment cycle: no exceptions. Out of respect for everyone's time, we ask that you adhere strictly to our policy. Serious, unforeseen events, including medical or family emergencies will be reviewed on a case-by-case basis.

**Frequent cancellations** (even if made in advance) that go beyond what an instructor may reasonably be able to fulfill will not be tolerated. If a student cancels in advance more than six times per school-year (between Sep - June), the instructor is not obligated to fulfill more than six missed lessons. Instructors may not fulfill more than one makeup lesson per week in any term. Students who try to cram in all their remaining lessons in a 1-2 week period at the end of a term may be subject to lose those credits. No refunds will be offered if a student fails to complete their allotted number of lessons within a 1-year period, and if a student is deemed to have an unreasonable amount of cancellations, SCM reserves the right to discontinue lessons with that student. Students facing unexpected circumstances that may affect their ability to continue lessons should notify us immediately. For more information, please see our *Discontinuing Lessons* clause.

*Keep track of your attendance, schedule, and studio events through our online platform: **MyMusicStaff.com**. After you enroll with us, you will automatically receive Login information to access our studio attendance software. This is entirely optional for students but teachers use this software to maintain a record of attendance for their students.*

## **Vacations, Holidays, Inclement Weather (Based on Fairfax County Public Schools)**

Lessons are non-obligatory during typical Public School holidays and general Public Holidays; lessons may still be offered during vacations and holidays, pending on the availability of the instructor and the student. When facing inclement weather, we close the studio by default based on most decisions from Fairfax County Public Schools. However, if the road conditions are reasonable, instructors may contact students to offer lessons that day, but students are not penalized if they do not attend, and the lesson does not need to be made-up. If both parties agree to reschedule a lesson to another date, the rescheduled lesson is simply counted as a normal lesson fulfilled.

## **Lesson Slots/Timing**

Scheduling students is a difficult and compromising task. Though every effort is given to ensure a lesson slot of your choice, it is not always possible to meet your request, and all students are asked to be flexible regarding schedule changes and time preferences so all students can be accommodated. If you are late to a lesson, the instructor is not obligated to makeup the time and will not continue the lesson past the scheduled time slot.

*Students may increase or decrease their lesson duration during their studies, schedule permitting. The payment plan will be adjusted accordingly. If a problematic scheduling issue threatens regular lesson continuity, a switch of teachers may be considered in order to maintain fluency.*

## **Discontinuing Lessons**

Lessons may be discontinued at any time throughout the year, with reasonable notice (30-days in advance). We ask for a month's notice as a courtesy for scheduling other students. The instructor is not obligated to fulfill any excess of previously missed lessons if you terminate lessons mid-payment cycle. If you are terminating lessons, that also means your tuition installments will be terminated as well, so we add up how many installments you've paid up to that point and match the number of lessons a student should receive with that many installments. If we still owe you lessons, then you can bet those lessons will be fulfilled until you receive exactly what you paid for. Your satisfaction is important, and feedback is highly valued. Any concerns will be addressed with priority, sincerity, and confidentiality. Likewise, SCM expects a respectful relationship from students and may discontinue lessons with students who exhibit frequent behavioral issues or scheduling inconsistencies.

## **Performances and Competitions**

SCM Student Recitals are offered a minimum of twice a year and are open to the public. Recitals are non-ticketed events and there is no fee for audience members to attend. Adult students who choose not to perform in public have the opportunity to attend our Music Soirees for a more informal, interactive experience with like-minded Adult Students.

Gifted and motivated students may participate in competitions, or judged recitals, based on the instructor's recommendation. Any festivals, competitions, and/or recitals hosted by outside member associations may require a fee payable to that particular association. SCM does not set the fees for 'outside' events, so please ask the instructor for more information. We are members of MTNA, VMTA, NVMTA, FLMF, and the Society for Music Perception and Cognition.

