

BEST TRADITIONS SCHOOL OF MUSIC



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Policy

Admissions:

Best Traditions School of Music is open to students ages five and up.

Registration:

All students must fill out a registration form. Prior to admittance, the parents must read the school policy form and sign the registration form, indicating that they will follow all rules and regulations.

Fees and Payments:

An amount of \$30 has to be paid upon registering with the school. This amount goes to the renting of recital halls, funding for closed recitals, and other fees that the student does not have to worry about during the school year. The registration fee is not refundable.

Best Traditions School of Music currently has three lesson options per week: half an hour private lesson for \$23, forty-five minute private lesson for \$34, or one hour private lesson for \$45. In addition, we also have an optional forty-five minute group theory class per week for \$15.

Late Fees:

A fine of 20% will be added to the payment if the payment is made one week after the due date. If no payment is made after one week the student will be dropped.

Family Discount:

If one family member registers with the school, immediate family members receive a 10% discount when they register. There is only one registration fee per family.

Referrals:

A finder's fee of \$20 will be accredited to a student who refers a new student to *Best Traditions* with a successful sign up. The \$20 will be discounted from the next billing statement.

Withdrawal and Refunds:

If a student wishes to withdraw from his or her lessons before the semester begins or within the first two weeks, he or she will receive a 100% refund. If a student withdraws during the third to sixth week of the semester he or she will be refunded 50%. If a student withdraws after the sixth week there will be no refunds.

Attendance:

Students have weekly private lessons of half an hour, forty-five minutes, or one hour of length. Beginner students are urged to have private lessons twice a week for one half-hour (30 min.) lessons. Thus, when beginner students advance in the coming years, their lesson plans will be changed (consolidated) to one hour lessons a week, and the amount of pay per lesson remains the same.

The students are also encouraged to enroll in theory class.

Make-Up Lessons:

Make-up lessons can be arranged if the student wishes to change his or her lesson time for personal reasons. The student, or his/her parents, must call at least one week (7 days) in advance of his/her regular scheduled lesson to be offered the make-up lesson. If the student calls less than seven days prior, the student loses his or her right to have a make-up lesson and no money will be refunded for the missed lesson. The student does not have the option to have money refunded instead of a make-up lesson. The student either loses his or her lesson or chooses to have a make-up lesson.

Sick Days:

Each student is given two (2) sick days per semester. The student, or his/her parents, must notify the teacher twenty-four hours (one day) in advance that he/she won't be able to come to his/her lesson, and a make-up lesson will be scheduled for him/her. There is no guaranty that the make-up will be within 7 days, but it will be within the semester. More than two sick days will not be tolerated per semester. The sick days are non-transferable; that is, they cannot be added to the next semester's sick days if they have not been used the first semester. If the student or his/her parent fail to notify the teacher at least twenty-four hours in advance, his/her lesson will be lost and there won't be any refund or make-up lesson. Calling the day of the lesson to cancel the lesson is unacceptable.

Tardiness:

Students who are late for a lesson cannot be guaranteed their full lesson time. The teacher will wait for the student for one third of the lesson time before starting another lesson or leaving. Missed lesson time due to teacher tardiness will be made up at a mutually convenient time.

Theory Classes and Music Discussion Evenings:

Each student is encouraged to enroll in weekly theory classes that are 45 minutes in length. The class will cover music theory and ear-training, with occasional reference to music history. In addition, music discussion/listening evening will take place twice a year lead by one of our music teachers.

Recitals:

There are many performing opportunities for the students enrolled at *Best Traditions School of Music*, including one annual recital and participation in the Music Teacher's Association festivals and events. Additionally, each student is expected to perform in the Closed Recital held twice a year. Closed Recitals are held privately between the student and the teachers for evaluation purposes of the student's progress.

Certificate of Merit:

Students will be awarded certificates each year with the completion of a successful year in which the student has participated in the planned closed and open recitals.

Music Books:

The Russian School of Music, a three-part method book for the beginner piano student (worth collectively \$45), will be loaned to students free of charge and will have to be returned back to the school after the student has finished studying from them. There is a charge of \$20 for a lost book, and a charge of \$15 for a book returned in worse shape than it was before being assigned to the student.

General Conduct:

Proper attire must be worn during lessons. Students should not come to lessons wearing slippers or flip-flops. Students should not be wearing rings or bracelets to their lessons, and their fingernails should be short and clean at all times. Students who arrive to their lesson with long fingernails will either use lesson time to cut their nails, or will be sent home. No chewing gum is allowed during the lessons.

Parental Responsibility:

Parental involvement is a must. If you want your child to be successful, you must be involved with his or her lessons. It is strongly encouraged for the parent of the beginner student to sit in during the lessons, and for the parents of more experienced students to keep in regular contact with the teachers.