

FINE ARTS CONNECTION POLICIES

PAYMENT FOR FALL/WINTER SEMESTER: The first payment and registration fee is due by August 1st with the registration sheet. Subsequent payments are due Sept. 1, Oct. 1, Nov. 1, Dec. 1, Jan. 1, Feb. 1, Mar. 1, Apr. 1 and May 1. Payments should arrive by the first of each month. If FAC does not receive the check, you will get a courtesy reminder phone call or email by the 10th of the month. Lessons will be curtailed if non-payment extends beyond 30 days until payments are caught up.

ATTENDANCE: There are 34 lessons scheduled over 10 months. If the student does not show up for a lesson, *there will be no refunds or make-up lessons for any reason* (conflicts, forgetting, sickness, transportation issues, vacation, etc.). If the teacher will be absent, the teacher will either (1) Give a make-up lesson, (2) Arrange for a substitute teacher, or (3) Give the student a refund equal to 1/34th of the teacher's 10-month salary. If the weather is inclement, call the Fine Arts Connection or your teacher to see if class or lesson will be held. FAC reserves the right to cancel classes/lessons once per semester for inclement weather without adjusting fees. Since classes/lessons are usually late in the day when the snow has melted off or been plowed, this is rarely necessary.

PLANNED ABSENCES AND SCHEDULING CONFLICTS: You may ask your teacher for a studio schedule and students' phone numbers. If you have a scheduling conflict, *it is your responsibility* to call another student and arrange a switch. Please notify your teacher if you have switched or will be absent. A switch can only be made between private lessons. Class lessons must remain as scheduled.

COMMUNICATION: Email from a teacher at least 48 hours before a change in schedule constitutes adequate communication. Otherwise, a phone call may be made. Please be diligent about checking your email and notifying your teacher and Bethany Walters if your email is down or changed. Feel free to call the Fine Arts Connection at any time (765 891-1240). If you get voicemail, please leave a message and your call will be returned. You may also email Bethany Walters at bwalters.fac@gmail.com. If it is something requiring immediate attention, you should call, not email. Please communicate with your teacher via the method the teacher has requested (email, home phone, cell).

WITHDRAWAL POLICY: When a student withdraws, the monthly fee for that month is forfeited. The fee covering whatever remaining lessons there are in that month is non-refundable and non-transferable to another student. A two-week advance notice of withdrawal is requested as a courtesy to the teacher. This policy allows the Fine Arts Connection and the teacher time to either adjust the schedule or insert another student into the time slot. When sports conflicts come in the spring, we expect families to swap lessons with other students when needed (see "Planned Absences and Scheduling Conflicts" policy above). *We also expect families to finish the studio year and commit to all ten payments.*

OTHER POLICIES: Parents are welcome to observe classes or lessons. However, in some of our

teaching locations space is very limited. Please check with your teacher regarding observation. Studio space is not childproof. Younger siblings should be either on a lap or sitting next to parent at all times to ensure safety of musical instruments. If a younger sibling needs to crawl or toddle please wait in your vehicle.

Web: www.fineartsconnection.weebly.com Phone: (765) 891-1240 Email: bwalters.fac@gmail.com

Special thanks to Barb Walters and Family Music Studio