



Private Lessons Terms and Conditions
Effective September 1, 2023

OVERVIEW

The Immanuel School of Music (ISM) operates from a September through May Academic Year. Tuition includes 32 weekly private lessons (30-, 45- or 60-minute duration) over the course of those nine months. Academic Year tuition also supports educational opportunities such as: private and studio recitals, free accompanists and other educational and administrative support outside of the lesson time.

The schedule includes four make-up windows as well as several holiday breaks. Certain months may have three, four or even five lessons depending on the calendar. The goal is to complete 32 lessons within the nine-month, September through May academic year.

Additionally, ISM offers a flexible summer term, June thru August. Summer term tuition is calculated on a per student basis based on the number of lessons agreed upon by the student and teacher.

These terms and conditions enable ISM to faithfully provide quality music education in a loving and safe environment for our students.

PRIVATE LESSON TUITION RATES (2023-2024 ACADEMIC YEAR)

30 minutes - \$1,024 per academic year.

45 minutes - \$1,440 per academic year.

60 minutes - \$1,792 per academic year.

Special Notes:

Sibling discounts are available when enrolling multiple students from the same household.

For more information, contact the ISM Office via email - ismoffice@immanuel-nky.org

Lessons may not begin until payment has been initiated.

PAYMENT OPTIONS

1. Full payment of academic year tuition is due by September 4.
2. Academic Year split into two equal payments. The first payment is due by September 4. The second payment is due by January 1.
3. Monthly payments. Academic year tuition is broken into nine equal payments due monthly, on the first day of the month, September through May. Monthly payments are made through ISM's Dreamclass online portal, or by check.
4. Summer term tuition is due, in one installment, by June 1.

Special Note: any students registering after the September academic year start (mid-year new students) must call the ISM office to complete payment. Tuition will be prorated and calculated on a per student basis.

OTHER FEES

1. Accounts with a past due balance of greater than 15 days will be accessed with a \$25 late payment fee.
2. Accounts with a past due balance of greater than 30 days will result in having services discontinued.

MAKE UP POLICY

If the need arises for a student to miss a scheduled lesson, 24-hour notice of the cancellation to your instructor is **REQUIRED** for a make-up lesson to be scheduled. Cancellations with less than 24-hour notice (or no-shows) will not be made up, nor will any refunds be issued. These policies are in place to protect our faculty. In rare cases of emergency sickness or crisis where 24-hour notice is not possible, please contact your instructor, in good faith, with as much notice as possible and provide an explanation of the circumstance. For example, should your child wake up the morning of their lesson ill, please contact your instructor first thing in the morning. Contacting your instructor 30 minutes before the scheduled lesson time is not appropriate. Generally, faculty are unable to accommodate more than 4 make-up lessons per academic year. Students who miss more than 4 lessons per academic year are not guaranteed more than 4 make-up lessons and refunds will not be issued.

CANCELLATION POLICY

Students withdraw from private lessons from time to time for various reasons. Notice of four weekly lessons is **REQUIRED** when withdrawing from private lessons. In order to withdraw from lessons, please contact the ISM office to determine the accurate proration for any balance due. For those paying on the monthly payment plan, there is often a prorated balance due as there are moments throughout the academic year when one may have underpaid for the number of lessons received. For those not on the monthly payment plan, a prorated refund will be given. Please remember, private lessons at ISM are considered a commitment of an academic year. Our four-week required notice protects our faculty's commitments as well.

SAFE SANCTUARY POLICY

The Immanuel Church operates with a policy known as Safe Sanctuaries. This policy attempts to eliminate abuse of minors and vulnerable adults by reducing or eliminate instances where adults and minors might be alone together. The fundamental principle of Safe Sanctuaries is that minors should never be alone with a single adult.

1. The Rule of Three

Throughout the private one-on-one lesson, the parent or guardian should maintain visible or audible contact with the student and instructor.

2. Visibility

Each private one-on-one music lesson will take place in a room with a window in the door or with the door open if there is no window.

3. Sibling Lessons

There are cases when siblings are in lessons at the same time. Parents and guardians should rotate their attendance between children each week. For example: Attend child #1 lesson one week and attend child #2 lesson the next week. The child's lesson that does not have a parent or guardian in the room, will be recorded via video for the parent to view.

4. Students with a Driver's License

Students that drive themselves to ISM for private lessons will need to have a waiver signed by a parent or guardian. These lessons will be recorded for the parents to view.

INSTRUCTOR CHANGES

On a rare occasion it becomes apparent changing instructors may be in the best interest of a students' musical progress. Should there become a desire to switch instructors, please contact the ISM office and we will assist you. Accommodation in these instances are made on a case-by-case basis.

SPECIAL NOTE

Immanuel School of Music operates as a ministry of Immanuel alongside many other Christian ministries of the Immanuel Church. While these guidelines are helpful in describing our general practices and procedures, there may become occasions when ISM elects to deviate from these general practices in favor of a more case-by-case or individualized approach. Deviation from these practices is at the discretion of ISM. Should ISM determine that an educational relationship with a student and/or family becomes unhealthy; unfruitful; in violation of Immanuel's values; damaging to ISM's ongoing operations or disruptive to ISM's other students and faculty, ISM retains the privilege to decline music instruction.