

## Music Program Policy Sheet

We, the staff of the Franciscan Life Process Center Music Program, commit ourselves to provide the best possible Music Program for you. Our goal is to develop the full musical potential of each individual.

We expect everyone to arrive at each appointment punctually. Music students should come well prepared through daily practice with all necessary materials. Parents should provide an instrument in the best possible condition. Parents may sit in on lessons.

Beginning this year, there are 2 options for payment: by the semester or monthly. The fee structure is as follows:

<b>30 minute lesson</b>	<b>1<sup>st</sup> semester (14 lessons)</b>	<b>2<sup>nd</sup> semester (20 lessons)</b>
Semester Fee:	\$308	\$440
Monthly Fee:	\$77 (Sept.-Dec.)	\$88 (Jan.-May)

There is no longer a separate fee for adaptive lessons. Payment is expected at the first lesson of each semester or month. Book fee invoices will be given throughout the semester. Contact your teacher with questions regarding different lesson lengths.

**Cancellation Policy:** Lessons cancelled by the teacher will always be made up. Lessons cancelled by the student may be made up if possible. However, the **staff is not obligated to reschedule**. Cancellations due to weather conditions will be handled on a case by case basis. Make-up lessons must be completed in the semester in which they were missed—they cannot be carried over into the next semester. Students that do not take summer lessons cannot be guaranteed a spot in the fall, unless a \$150.00 deposit per student has been paid.

### Calendar 2015-2016

\*Outreach recitals still to be scheduled

September 8	Fall Semester begins (14 lessons)
November 24-25	No Lessons
November 26-27	FLPC closed: Thanksgiving Break
December 14-18	Fall Semester ends
January 4	Winter Semester begins (20 lessons)
February 27	Grand Rapids Musicians' League
March 5, 19	Student Achievement Testing
March 25	FLPC closed: Good Friday
April 4-8	No lessons: Spring Break
May 21, 22	Spring Recitals: 1:30 p.m. (May 21 and 22), 4:00 p.m. (May 22)
May 23-June 3	Winter Semester ends
June 6-10	Make-up Lessons
June 13	Summer Semester begins (10 lessons)