

SOLON CENTER FOR THE ARTS POLICIES AND PROCEDURES FOR MUSIC LESSONS

2017-2018

MUSIC LESSON PERIODS

2017-18 Term: Fall semester: Monday, August 21, 2017 – Saturday, December 9, 2017 (make up week Monday, December 11, 2017 – Saturday, December 16, 2017)
Spring semester: Monday, January 8, 2017 – Saturday, May 19, 2017 (make up week Monday, May 21, 2018 – Saturday, May 26, 2018)

REGISTRATION PROCEDURES AND TUITION PAYMENTS

Students register for weekly music lessons on a per term basis. It is expected that a student taking lessons in the Fall semester will continue into the Spring semester and the same lesson time will be held unless notice of withdrawal is given or a payment is not made by the designated due date listed below.

Tuition payments are due in full prior to the first lesson of each period. Payments for the Summer term or Fall semester are made at the time of registration. Payment for the Spring semester must be made by **Friday, December 15, 2017** for students continuing from the Fall semester. If payment is not received by this date, the student's time slot may be released to other registrants. No lessons will be received without payment. In the case of either financial hardship or multiple music students in a single family, a payment plan may be established by consulting with the Music Department Coordinator, Vanessa Majewski.

TRIAL LESSONS

Prospective students may elect to take one (1) trial lesson with an instructor before deciding to register for the term. Following a trial lesson, the time slot will be held for two (2) business days, during which the student may make a payment and register for the remainder of the term; following this period, the lesson time will be released for other registrants. If necessary, scheduled trial lessons can be cancelled by calling SCA at (440) 337-1400. In order to reschedule a trial lesson or receive a refund, notification must be received by SCA at least 24 hours in advance of the scheduled appointment. Trial lessons may only be rescheduled once; any additional trial lesson appointments with the same instructor will be charged at further cost and will not be eligible for rescheduling in the event of a conflict. Absences or cancellations with less than 24-hours notice will neither be refunded nor rescheduled without additional payment.

ABSENCES AND MAKE-UP LESSONS

To be eligible for a make-up lesson, students must notify the SCA Front Desk at least **24** hours prior to an absence. Students will be guaranteed one (1) make-up lesson for the Fall semester, one (1) make-up lesson for the Spring semester, and one (1) make-up lesson for the Summer term, provided that proper notice is given. If possible, make-up lessons will be scheduled during the period at the earliest convenience of the instructor and student; otherwise, they will be held at the student's normal lesson time during the designated make-up week at the end of each period. Additional make-ups and/or make-ups for absences with less than 24-hours notice are not guaranteed and given only at the discretion of the instructor. Instructor absences and SCA closings due to weather or other emergencies are guaranteed to be made-up in addition to make-ups allowed for student absences. Missed make-up lessons will not be rescheduled or credited.

WITHDRAWAL AND REFUND POLICY

If a student wishes to withdraw from lessons, a refund will be given in the amount of 50% of the tuition paid for lessons not received, minus a \$3.00 processing fee. Withdrawal from lessons must occur prior to the final four (4) regularly scheduled lessons of a semester or a refund will be forfeited. Make-up lessons owed for student absences will not be refunded. No refunds are given for withdrawal in the Summer term.

MUSIC LESSON LOCATIONS

Occasionally, teachers and students are asked to relocate to different music rooms as necessary to facilitate other activities at SCA. In the event of a room change, please refer to the front desk personnel or the room schedules posted throughout the building.

ENTERING AND EXITING SCA

Students must enter the building through the front doors. Entering and exiting through the front doors is a safety precaution for all SCA students and **MUST** be done each time a student takes a lesson. Exiting SCA through a door other than the front doors is not permitted. If you are dropping off a student, you must do so in the parking lot. **Dropping off on Bainbridge is strictly prohibited.**

2017-2018 SCA MUSIC LESSONS SCHEDULE

August '17						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '17						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '17						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '17						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January '18						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

31

February '18						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March '18						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '18						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '18						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

IMPORTANT DATES:

November 15, 2017 – Spring Registration Begins

December 15, 2017 – Spring Registration Due

January 8, 2018: Spring Semester Begins

March 21, 2018: Priority Registration for 2018 Summer Music Lessons

NO LESSONS:

Sept. 4 (Labor Day)

Sept. 21 (Rosh Hashanah)

Oct. 13 (Teacher in Service Day)

Oct. 31 (Halloween)

Nov. 22-25 (Thanksgiving Break)

Dec. 18-Jan. 6 (Winter Break)

Jan. 15 (MLK Day)

Jan. 16 (Teacher in Service Day)

Feb. 19 (Presidents' Day)

Mar. 26-Apr. 2 (Spring Break)

MAKE-UP WEEKS:

Fall: December 11-16

Spring: May 21-26

RECITAL DATES:

Fall: Sunday, December 3, 2017

Spring: Sunday, May 20, 2018

I have received and read the Music Lesson Policies and Procedures and understand the information provided therein:

Signature: _____ Date: _____