

Stevenson PREP Music Academy

Private Lesson Enrollment Information & Policies

Registration

- Music lessons are taught in two 18-week semesters in Fall & Spring (17 lessons plus a make-up week). Adjustments will be made for school holidays, on which there will be no lessons (refer to Music Lesson Calendar). Students must register for the entire semester (or remainder of the semester from initial registration).
- **Registration must be completed and fees must be paid before the first lesson of each semester.** Lessons will not be taught unless payment has been received. The PREP office does not bill for music lessons.
- Continuing students must re-register and pay for Spring semester before the end of the Fall semester. Teachers assume students are continuing for spring semester unless notified otherwise. Summer lessons are arranged based on the mutual availability of the teacher and student.

Fees & Payment

- Lesson fees are charged by semester based on a 17-lesson semester. Students who enroll after the start of the semester are charged pro-rated fees to the end of the semester. Lesson days with fewer than 17 weeks due to holidays also will be prorated accordingly.
- Registration and fee payment for private music lessons can only be done through the PREP online system, which requires a Music Registration ID Code. After a lesson day/time and start date is confirmed between your teacher and the PREP office, you will receive an email with your Music ID code and a registration link.
- **Fees must be paid in full prior to the first lesson.**
- Teachers may require the purchase of books or other materials for lesson purposes. Purchase of these materials is the responsibility of the student/family and is not included in the lesson fees.

Attendance/Make-ups

- Students are expected to attend all lessons and classes for which they are registered.
- Notification of lesson cancellation by the student/parent does not excuse payment for the contracted lesson.
- **For private lessons, students are allowed only one make-up lesson due to an excused absence per semester, generally held during the makeup week.** During the summer, teachers are not required to make up any student absences on contracted lessons.
- To be eligible for the excused absence, the teacher or the PREP office must be notified at least 24 hours in advance of the lesson. No unexcused absences will be rescheduled or made-up.
- Make-up lessons must occur during the semester the lesson was missed—make-ups may not be carried over from one semester/year to another. The make-up week at the end of the semester ensures a time for this.
- If the teacher must miss a lesson, either the lesson will be made up at a mutually agreed time, a substitute teacher will be provided, or if neither of these is possible, a refund will be issued.
- Group class absences will not be made up for any reason.

Withdrawal & Refunds

- Withdrawal from lessons requires receipt of written notice to the PREP office at prep@d125.org. Oral notification to the teacher or PREP office is not accepted for withdrawals.
- If a student withdraws before completion of the first four lessons, tuition for untaught lessons will be refunded minus a \$10 administrative fee. After the fourth lesson no refunds will be issued.
- The Director may consider exceptions for documented cases of serious illness, injury, or relocation.
- Group music classes will follow the withdrawal policies of other PREP classes.
- PREP reserves the right to discontinue a student from enrollment at any time for serious misconduct.

Publicity Consent

PREP reserves the right to photograph and video/audio record lessons, classes, recitals, and other events for documentation and publicity purposes. By signing the registration form or completing online registration, the student and the student's parent(s)/guardian(s) acknowledge and grant irrevocable permission for PREP to include the student in images/video/audio for any publicity, marketing, or communications purposes.

Supervision Disclaimer

Parents/guardians/caregivers are responsible at all times for supervising the safety of their children while on Stevenson High School premises. Furthermore, any child age 10 or under on SHS premises must have a caregiver present in the building at all times.

Waiver & Agreement to Policies

By completing registration for lessons, you indicate that you agree to the terms stated above. In addition, students/families registering for PREP music lessons must read and check off agreement to the Acknowledgement, Waiver & Insurance Information section on the registration website.