



Policies and Procedures

Registration (this process is for new students only)

- * The school year is divided into three semesters, Fall, Spring and Summer. Specific dates vary and are posted on the school website and at the office. The nature of individual classes allows students to enroll at any time.
- * It is highly recommended that current students register as early as possible in order to achieve a consistent time slot for classes. New students may enroll anytime during the year and tuition will be pro-rated
- * A non-refundable fee of **\$25** is due at registration.
- * Each additional family member/ additional class will be charged a reduced registration fee of **\$15**.
- * In order to be enrolled a complete and signed registration and first tuition installment must be received by NWMS prior to the first class.
- * Tuition may be paid in full for any session, or in installments as stated below. Methods of payment are: Cash, Check, Money Order, MasterCard or Visa.

Installment Plan

- * 25% of tuition plus registration fee is due at time of enrollment (at first lesson for existing students)
- * 25% tuition is due on or before the 6th class.
- * There are no refunds given for missing classes.
- * If a student chooses to discontinue their schedule of classes, NWMS must be notified in writing.
- * Tuition payments are required and due promptly, until the school is notified in writing of a discontinuance.
- * Checks returned from our bank as uncollectible for any reason will be charged an additional **\$20 fee**.

Discount and Credits

- * There is **5% discount** given to every additional family member.
- * There is **5% discount** for every additional class taken by the student.
- * There is **\$25 referral** credit for recommending a student to NWMS who attends a minimum of 5 lessons.

Make-ups and Cancellations

- * All students are required to attend scheduled classes.
- * In the event of a family emergency or illness, students may call to cancel a class. If possible, it is common courtesy to provide a **24 hour notification** of cancellation.
- * **Students are financially responsible for all classes, including those not attended, if not properly cancelled.**
- * Each teacher may schedule make-up classes at their discretion, and **may not exceed TWO per calendar**

- session.** If personal circumstances require special consideration for scheduling or cancellations, a formal request must be made to the teacher and/or the Director
- * Students who miss two consecutive classes without notification will be withdrawn from the school and NO refund will be given.
- * A class cancelled by a teacher or NWMS will be announced and made up at a later time in the calendar session. It may be made up by a substitute teacher. Information regarding cancellations due to inclement weather conditions will be recorded on the school's answering machine.

Student Responsibilities

- * Studying music is a rewarding experience. It offers opportunities to develop self-expression heighten self-esteem and contribute to creative problem solving. In order to progress, students must demonstrate discipline and a positive attitude. The following will help in these areas:
 - ♪ Attend Lessons promptly and regularly.
 - ♪ Practice each day in an appropriate environment.
 - ♪ Maintain the condition of your instrument.
 - ♪ Always bring your instrument and music to class.
 - ♪ Discuss your goals with your teacher.
 - ♪ Be proud of being a student of music.
 - ♪ Attend live performances whenever possible.

Workshops and Performances

- * Workshops and group classes are offered on an on-going basis. Details are announced and posted in the waiting areas as well as on the school's website at: www.yorktownmusicschool.com.
- * NWMS offers two student recitals per year in order to provide opportunities of public performance as well as learning/teaching proper concert etiquette.

Practice being a respected patron of the arts

- * Always remember to arrive on time for public performances and proceed immediately to your seat.
- * Remember to turn off all cell phones and pagers before you enter the concert venue.
- * Applaud the performances of every performer when they are finished with their piece.
- * Plan to remain seated for the entire concert/recital.

Practice being a good performer

- * Dress neatly for every performance
- * Maintain your focus when performing. Always be prepared to do your best, have a positive attitude and complete your piece without interruption.
- * Make eye contact with the audience when you bow to thank them for being there.
- * Always acknowledge your accompanist before you leave the stage.