



Case School of Music

Basic Lesson Policy

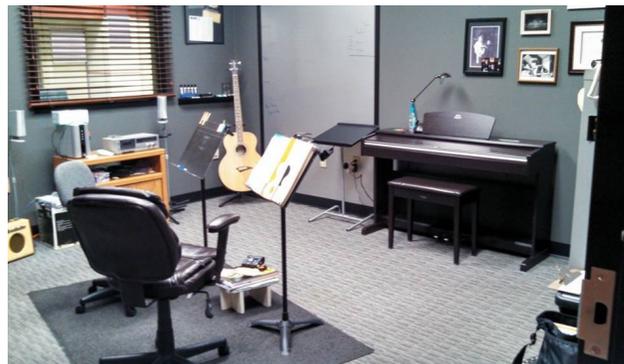
Case School of Music
The Western Mall
2101 W. 41st Street
Sioux Falls, SD 57105

605-274-NOTE(6683)
www.caseschoolofmusic.com

Attendance

Students are expected to attend all scheduled lessons. You are scheduling a specific time period, on a specific day, each week. In the event of any student absence, please notify your instructor in advance. This is out of respect for our faculty members, who set aside a specific time for each student. This time is reserved only for you. Teachers cannot give the time away to someone else or fill it again — thus they do not have the opportunity to make up the lost income. Though many students and families are consistent and reliable about attendance, some are not; this policy is a way to support our talented faculty.

CSOM has a specific number of weeks on the calendar scheduled for each semester and the summer session (16 weeks Fall; 20 weeks Spring; 6-8 weeks Summer). Our tuition and enrollment fees are non-refundable and make up lessons are not scheduled, except for teacher absence if no substitute teacher is available. Please plan lesson times and social engagements accordingly. In the event that an emergency should take place, please contact your student's teacher to discuss possible, though not guaranteed, options.



Withdrawal Policy

As a courtesy to the teacher we request two weeks notice if you decide to stop taking lessons. Any remaining lessons in the month of cancellation will not be refunded. You will be

considered a student on our schedule until we are notified of the change. Failure to notify us will result in your being charged for the month's lesson tuition.

Absence

If you know you are going to have a schedule conflict, see about switching lesson times that week with another student. Contact your student's teacher if you need a schedule of their lesson times and student phone numbers. If you switch lessons with another student, you need to notify your teacher immediately! ***Under no circumstances will missed lessons be refunded.***

Cancellation of ***make up lessons*** by the student with less than one day's notice will not be rescheduled. Failure to show up for your make up lesson will result in forfeiture of the make up.

If students are absent without notification, the teacher will attempt to contact the student to determine the reason. After the second consecutive missed lesson without notice or contact, the student will be removed from that teacher's schedule. Payments made for that month will be non-refundable.



Inclement Weather

In the event of inclement weather and Sioux Falls Public Schools cancel classes CSOM will also cancel lessons for that day. If schools are open that day and you feel uncomfortable traveling from out of town, or with your teen driving to lessons, please call your teacher and leave a message.

Group master classes will be offered during the semester for students who missed lessons due to inclement weather. These will be open to all levels of instrument and voice students and will involve special topics in music such as Music Theory and Music History. Students will be notified via the school newsletter when these classes are scheduled and how to sign up for them.

Illness

If your child is feverish, coughing, wheezing, sneezing, or doing other unpleasant things - PLEASE, don't bring them to lessons. If your child was not in school that day or came home from school due to illness **DO NOT BRING THEM TO LESSONS**. Students who come to lessons when sick risk passing on their illness to their instructor and to other students. ***CSOM teachers reserve the right to send home students who are obviously too ill to participate in a lesson and no make up lesson will be offered.***

Drop-off/Pick-up

Prompt drop off and pick up are expected. It is unacceptable for a student to be waiting more than five minutes for the parents to pick them up (unless the teacher has been notified), as Case School of Music is NOT responsible for the student after their lesson is finished. Parents are welcome to wait in the waiting area.

Case School of Music is NOT responsible for students once they leave our facilities. Please tell your children to wait for their ride inside our facilities or inside the mall.

Case School of Music is not liable for injuries incurred on the school's or the Western Mall premises.

Private Lesson Tuition

Weekly 30 minute lessons and twice monthly hour long lessons are \$110 monthly (sales tax included). Just like fitness centers, we require families to register a credit card to be debited the 5th of each month of enrollment for all tuition and fees. The Managing Director will help you with that once you enroll in the school.



Case School of Music reserves the right to dismiss any student due to frequent absences, disciplinary problems, overdue tuition payments and/or noncompliance with the school's policies.