

PRIVATE AND GROUP LESSON POLICY

iSchool of Music & Art, LLC
14 Vanderventer Avenue, L4
Port Washington, NY 11050
(516) 883-5000

Revised January 2, 2006

Upon enrollment and receipt of this policy, the student and/or parent agree to the following terms:

SEMESTER: iSchool semesters typically run for 19-20 weeks. Summer semester is 10 weeks.

GROUP CLASS CANCELLATION POLICY: Due to the collaborative nature of group classes, students enrolled in group classes will not receive refunds or make-ups for missed lessons. Students may attend another section of the class in substitute of **up to a maximum of 2 missed classes**. Any lessons missed because of teacher absence or unscheduled school closings, such as a weather emergency, will be rescheduled. If in doubt as to whether class will take place, please call iSchool to confirm your class.

PRIVATE LESSON CANCELLATION POLICY: The iSchool requires 24 hours advance notice if a student is not able to attend their scheduled lesson (516) 883-5000. Sick cancellations must be left on the iSchool voice mail prior to the school's opening at 10am. **Same day cancellations will not be refunded or rescheduled.** In the event of a teacher's absence, iSchool will contact the student and arrange a makeup lesson for a future date.

MAKE-UP LESSONS: iSchool will provide a make-up lesson only if the cancellation requirements are met. Make-up lessons will be scheduled according to the teacher's availability and within 14 days of the missed lesson date. Make-up lessons may not be applied as credit towards another semester or month. Cancelled scheduled make-up lessons will result in the loss of the lesson and will not be rescheduled. We will allow up to 2 make-up lessons per semester per student. iSchool is not required to make up any additional lessons after the maximum amount (2) has been reached. Make-up lessons owed are void once a student is no longer enrolled with iSchool.


DEPOSIT: To reserve a lesson time or guarantee placement in a class, a \$100 non-refundable deposit is required for all students. In the event of a day and/or time change for a group class (ex. Petite Picassos, iBand, etc.), iSchool will notify students of the change and, should the student withdraw before the first day of class, refund the deposit in full. This applies only to group classes.

PAYMENT: All programs are paid in full on or before the first day of class. iSchool accepts CASH, CHECKS or VISA/MASTERCARD. All checks should be made payable to "iSchool of Music & Art" by the first scheduled lesson. There is a \$25 registration fee for all students (\$30 per family) at the beginning of each semester.

SCHEDULED PAYMENTS: iSchool strongly recommends that programs be paid in full at the start of a semester but will schedule four (4) equal payments of 5 weeks to be due on the first business day of each month. **iSchool does not accept weekly or lesson by lesson payments.** Discounts do not apply to scheduled payments.

DISCOUNT: All programs must be paid **in full** by the first day of the semester to receive applicable discount. Students must register within the first 30 days of a semester to be eligible for discount.


Semester Paid in Full Discount: Students receive a 10% discount when paying for a semester in full by the first day of the new semester.

 **REFUNDS:** iSchool requires 7 days notice prior to a final class/lesson when discontinuing a program to be eligible for a refund. Application and supply fees are non-refundable. All refunds will be given within 30 days and in the same form as initial payment (cash, check, credit card). Students who withdraw from iSchool and meet the 7 day notice requirement will receive refunds based on the following:

Weeks 1 through 4: Students receive a FULL refund for all remaining classes paid for. Notice must be given by the end of the third class/lesson.

Weeks 5 through 8: Students receive a 50% refund for all remaining classes paid for. Notice must be given by the end of the seventh class/lesson.

Weeks 9 through end: There is no refund.

 **LATE PAYMENT AND RETURNED CHECKS:** Account balances over 7 days past due are subject to a \$35.00 late fee. Account balances over 30 days past due are subject to a \$50.00 late fee. Account balances over 90 days past due will be turned over to a collection agency and all related fees will be added to the outstanding invoice. All returned checks are subject to a \$35 fee.

HOLIDAYS: Any lessons/classes that fall on a holiday will be rescheduled. iSchool is closed on the following holidays: NEW YEARS DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, VETERANS DAY, THANKSGIVING and CHRISTMAS DAY.

RECITALS AND EXHIBITIONS: iSchool holds recitals and exhibitions throughout each semester and it is considered a privilege to perform in an iSchool recital. Students must be consistently enrolled throughout each semester to participate and only those students sufficiently prepared may perform or exhibit. Sufficient preparation will be determined by the student's instructor.

STUDENT CONDUCT POLICY: iSchool has a friendly atmosphere where students can enjoy themselves while developing their artistic skills. Students are supervised by staff members, but must take responsibility for their belongings. iSchool is not liable for theft or damage to property. Any student who engages in dangerous or harmful behavior, including but not limited to violence or damage to property, will be summarily disenrolled from iSchool.