

# **Academy of Music Policies –Spring 2025**

## **Registration**

Students seeking to enroll in the Academy of Music should contact Jennifer Kempka. Your registration can be submitted via the google form (link in registration email). The link to the registration form can also be found at [www.winthrop.edu/cvpa/music/academy-of-music.aspx](http://www.winthrop.edu/cvpa/music/academy-of-music.aspx)

**PLEASE NOTE: A REGISTRATION FORM MUST BE FILLED OUT FOR ALL STUDENTS EACH SESSION!**

## **Agreement to Policies**

Please be aware that by submitting your child's registration form for the Academy of Music, you are indicating you have read and agree to the terms as stated below.

## **Course Offerings & Tuition**

Tuition is based upon the educational qualification of the instructor, length of lesson, and term of instruction. Lessons are offered based on instructor availability. If an instructor is not immediately available for the requested lesson, a waiting list will be maintained until an instructor becomes available.

## **Lessons available for the following instruments:**

**(subject to instructor availability):**

- Piano
- Guitar
- Voice
- Woodwind Instruments
- Brass Instruments
- Violin/Viola
- Cello/Bass
- Composition (Faculty level only)

## **Pricing:**

### **Undergraduate Lessons:**

**30 Min** \$342 or 4 installments of \$85.50  
**45 Min** \$462.00 or 4 installments of \$115.50

### **Graduate Lessons (Piano only):**

**30 Min** \$420.00 or 4 installments of \$105.00  
**45 Min** \$540.00 or 4 installments of \$135.00

### **Faculty Lessons:**

**30 Min** \$690.00 or 4 installments of \$172.50  
**45 Min** \$840.00 or 4 installments of \$210.00  
**60 Min** \$1,020.00 or 4 installments of \$255.00

## **Lesson Policy**

Lessons will be taught in person at the Conservatory of Music on the Winthrop campus.

## **New Students**

All new students will be charged a \$50.00 registration fee upon registration.

## **Payments & Billing**

All fees are charged on a semester basis and can be paid in full before the semester begins, or in 4 monthly installments. Full payment, or the 1st monthly installment is due upon registering for lessons. Subsequent installments are due on a monthly basis on the 16<sup>th</sup> of each month.

All monthly invoices/bills will be sent out via email unless otherwise requested. To receive your monthly bill by mail, please submit a request in writing for a paper copy of your bill mailed to you.

Payment forms accepted include check or credit card. Credit card payments may be made at [https://secure.touchnet.com/C20256\\_ustores/web/index.jsp](https://secure.touchnet.com/C20256_ustores/web/index.jsp). **Check payments may be made by mail or dropped in the brown lockbox outside of the Department of Music office. WE DO NOT ACCEPT CASH PAYMENTS AT THIS TIME.**

## **Late Registration**

If the registration deadline is missed, a \$25.00 late registration fee will be charged to the student's account.

## **Withdrawals/Refund**

The deadline to withdraw from the Academy is the 2<sup>nd</sup> official week of lessons. If a request for a refund is made before lessons officially begin, a full refund minus a \$25.00 processing fee will be granted. If a request for a refund is made after the official start of the semester, it is the responsibility of the student, parent, and/or legal guardian to pay the \$25.00 processing fee in addition to the tuition for the remainder of the month.

## **Photo & Video Release**

Students are occasionally photographed or video recorded during Academy of Music activities. These photos or videos may be used to advertise or promote the Academy of Music program. By enrolling in the Academy of Music program, you agree to this policy. If you do not want your child's photographs or videos to be used in Academy of Music publications, please submit a written notice of this upon registration.

## **Attendance**

Students are expected to be on time for their lessons. Teachers are expected to wait 10 minutes for a student who might be late. If the student arrives LESS than 10 minutes late, they will receive a lesson for the remainder of their time slot (the lesson will end on time). If a student does not arrive after 10 minutes, the instructor is NOT required to stay any longer to wait. The lesson will be considered a "no-show" and will not be made up.

## **Make-up Lessons**

Any lesson missed by the instructor will be made up. If the instructor must reschedule a lesson, the student should be notified **24 hours in advance**. Missed lessons may be made up in several ways:

- A. Adding additional time to future lessons
- B. Scheduling a longer lesson on a future date, or
- C. Rescheduling the lesson for another day and time

If the student must miss a lesson, the instructor should be contacted at least 24 hours in advance of the scheduled lesson. With proper notification, instructors will make up lessons missed when possible, however they are *not* required to make-up more than one missed lesson caused by the student's absence. If proper notice is not given to the instructor, the student will forfeit the lesson, unless the absence is caused by an extenuating circumstance.

## **Excused Absences**

The only absences that will be considered excused include illness or family emergencies. Other conflicts, such as birthday parties, family vacations, other extracurricular

activities, etc., are not considered excused absences and will not be made up. Messages for the instructors must be left directly with your instructor's voicemail.

## **Dismissal**

Students may be dismissed for any of the following:

- Nonpayment or repeated late payments of tuition fees
- Repeated failure to attend/prepare for lessons
- Chronic rescheduling of lessons
- Behavioral or attitude problems.

\*The Director of the Academy of Music reserves the right to make final decisions about student dismissal.

## **Studio Policies**

New students are assigned to a studio based on their preferred instructor and faculty availability. If an instructor becomes ill or incapacitated during the semester, another instructor may be brought in to take over the instructor's studio. Upon the regular faculty member's return, students have the option of returning to their teacher or choosing to remain in the substitute's studio.

## **Practice Guidelines**

Students are required to provide their own instruments and music for study. Students will receive lesson assignments detailing what is to be practiced during the coming week.

## **Inclement Weather/Emergency**

In the event of inclement weather, the Academy of Music follows Winthrop University's inclement weather policies. If Winthrop University closes due to weather or any other emergency, Academy of Music lessons will be cancelled. These lessons are NOT required to be made up by Academy instructors. Cancellation may be made at the discretion of the Director. Instructors, students, parents and/or legal guardians are encouraged to exercise *extreme caution* in situations where weather conditions may pose any risk. If you are unsure whether your lesson has been cancelled, please contact your instructor directly.