



Student Policies

Thank you so much for choosing *Second School of Music* for your music lesson instruction!

Tuition

All students must pay a fee of \$10 for each registration. Fees cover each individual session: Fall (Aug-Dec), Spring (Jan-May) & Summer (June-July) Sessions. Once scheduled, confirmation for your lesson day & time will be sent with the tuition balance.

Tuition must be paid for the semester either in full at the first lesson of the semester (June/Aug/Jan), in half (July or Aug/Oct or Jan/Mar), or quarterly (Aug/Sep/Oct/Nov or Jan/Feb/Mar/Apr). The first payment is due at the first lesson of the semester.

Summer tuition includes the following rates:

30-minute lessons, 6 @ \$180 (2 x \$90)
45-minute lessons, 6 @ \$270 (2 x \$135)
60-minute lessons, 6 @ \$360 (2 x \$180)

Fall/Spring tuition includes the following rates:

30-minute lessons, 14 @ \$420 (2 x 210, 4 x \$105)
45-minute lessons, 14 @ \$630 (2 x \$315, 4 x \$157.50)
60-minute lessons, 14 @ \$840 (2 x \$420, 4 x \$210)

Remaining payments are due before the 10th day of each month. There is a \$25 late fee for payments received after the 10th & lessons will be suspended until payment is received. Accounts not paid by the 15th of the month will be subject to termination. See our SSM Calendar for payment reminders.

You may make payments online <https://secondfamily.church/schoolofmusic> or in person at our SSM Reception counter by credit card, check, or cash. To pay by check, please make checks payable to *Second Baptist Church* and deliver your check to the SSM Receptionist.

Holidays

Lessons occurring on single day holidays will be taught as scheduled unless otherwise notified by your Instructor. Should your Instructor not notify you of his/her intentions about such

holidays, please contact them directly. They often tell the student or write it in their notebook. SSM is open on Monday & Tuesday of Thanksgiving week.

Make-Up Lesson Policy

A full semester consists of fourteen (14) lessons throughout eighteen (18) weeks (4 buffer weeks to manage conflicts). The Summer Session contains six (6) lessons over eight (8) weeks (1 buffer week to manage conflicts). Some students may finish their lesson allotment before the end of the semester, in which case lessons can be added at the single rate, as requested.

Single Lesson Rates:

\$30.00 - thirty (30) minutes / \$45.00 - forty-five (45) minutes / \$60.00 - sixty (60) minutes

You must give your Instructor at least a 24-hour notice of all absences and schedule conflicts. If not, the Instructor will count the unnotified missed lesson toward the fourteen (14) lesson semester allotment. Instructors are not required to reschedule unnotified missed lessons. Students should return the next week at the regular lesson day & time, with the fourteen (14) lesson count in mind. If an extra lesson is scheduled, you must give a 24-hour advanced notice of your potential absence or schedule conflict.

Due to an Instructor's absence, the Instructor will offer a day & time to fulfill the lesson commitment. In the event an Instructor's schedule cannot be fulfilled, a refund will be issued after the semester's conclusion.

Discontinuing Lessons

If you decide to discontinue lessons, SSM's reimbursement schedule will be as follows:

We (SSM) will reimburse your payments for the remaining lessons as long as you have not entered into the next paid month. E.G.: If a term begins on August 4th & concludes on December 10th, & you decide to discontinue your lessons during September & do not take any lessons in October, you will be reimbursed for prepaid lessons not taken in October, November, & December.

Instruments

All instrumentalists are expected to provide their own instruments. Your Instructor can advise you for securing an instrument.

Protocol During Lessons

Students & parents should wait in the Lobby until the student's lesson time. Parents are welcomed in the lesson room per the Instructor's preference. The Instructor may come to the Lobby to greet the student, or the student may walk to their assigned room at their lesson time. Please wait to enter the lesson room until the previous student is dismissed.

We strive to keep the hallways quiet to eradicate distraction to students & teachers. Thank you for that courtesy!

Parents may leave the Second Baptist Church campus during the lesson but students should wait inside the building until picked-up by parents. Our SSM Receptionist is present to welcome parents & students, accept payments, & ensure SSM security (cannot patrol outside). Thank you for your help in this matter to keep all our students safe!

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