

Music Department Policies - Valverde School of Performing Arts

Tuition + Payment

You will be charged for the **full month** of lessons on the first of every month. Tuition is due on the first of every month.

- Example: Charges will be \$136 for 4-lesson month or \$170 for 5-lesson month.
- Paying on the first of the month for that month's lessons reserves the scheduled time with your instructor.

Student Attendance

- Out of courtesy, students/families should contact their instructor of any absence for any reason. Families are still responsible for payment of a missed lesson. VSPA reserved the room, scheduled an instructor, and is committed to pay the instructor for the lesson and time that was scheduled.
- The only reason to reschedule a lesson with your instructor is due to illness (Not to exceed 3 times in a 6 month period).
 - Please contact the instructor if the student is ill, make sure you get their contact information. As a second contact, text VSPA's front desk at 909-987-2789.
- Cancellation of lessons by student/family in the current month cannot be rescheduled or payments credited to future lessons.
 - Plan ahead! If you know you will be gone for one week, notify your instructor and the VSPA office prior to the start of that month.
 - Example: If you know that you will be gone for 1 week in November, notify your instructor and VSPA office in October. Then, your account will be adjusted to 3 lessons instead of 4 for November. Once charges are added for the current month we are not able to make adjustments to tuition.
 - If you will be gone for two or more weeks, notify your instructor and VSPA office as early as possible. In this instance we cannot guarantee your scheduled lesson time upon your return.
 - You may reserve your scheduled lesson time with 50% of that month's tuition.
 - Example: If you will be gone for the entire month of August, we will guarantee your scheduled lesson time with your instructor with 50% of August's monthly tuition.

Instructor Attendance

If your instructor will be out, they are required to have a substitute for your lesson.

- If a substitute is not available, your instructor is required to notify you directly and reschedule your lesson within the same month.
- If a time cannot be rescheduled within the same month, the student will be credited the amount of the lesson toward the next month (**Only when an instructor is absent**).

Class Etiquette

- Students must wash hands before their lesson and before using instruments to limit the spread of germs.
- Parents may only observe the first lesson with their student at the instructors discretion. This is to ensure students maintain focus on instruction from their instructors.
- The use of electronics is prohibited and may only be used, with the instructor's permission, to record warm ups/scales for practice purposes.