



TUITION AND SCHOOL POLICY: FALL 2017/ SPRING 2018

We're excited for you to join our music family and know that you will be successful here. Our school strives to build confidence in each student. Our faculty is here to support you. Please know that you can call on any of us to assist you.

PRIVATE Lesson Tuition Plan:

<i>Lessons at our school</i>	Semester Tuition: Fall Spring	Annual Tuition
30 minute lesson	\$765	\$1530
45 minute lesson	\$1143	\$2286
60 minute lesson	\$1521	\$3042

<i>Lessons at your home</i>	Semester Tuition: Fall Spring	Annual Tuition
30 minute lesson	\$1143	\$2286
45 minute lesson	\$1521	\$3042
60 minute lesson	\$1845	\$3690

GROUP Lesson Tuition Plan: Special Classes for Infants - PreK (Minimum of 3+ students)

<i>Lessons at our school only</i>	Semester Tuition: Fall Spring	Annual Tuition
Baby, Music & Me (4-18mo) 30min	\$414	\$828
Little Mozart Music (2-4yr) 45min	\$571.50	\$1143

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Little Singers (4-5yr) 45 min	\$571.50	\$1143
Instrument Explorers (4-6yr) 45 min	\$571.50	\$1143
Stage Presence (7yr and up) 90 min	\$50 Group Rate	

MASTER Teacher Tuition Plan: Stage Presence class is mandatory (see Group Lesson Tuition Plan above)

<i>Lessons at our school</i>	Semester Tuition: Fall Spring	Annual Tuition
30 minute lesson	\$945	\$1890
45 minute lesson	\$1323	\$2646
60 minute lesson	\$1701	\$3402
<i>Lessons at your home</i>	Semester Tuition: Fall Spring	Annual Tuition
30 minute lesson	\$1323	\$2646
45 minute lesson	\$1701	\$3402
60 minute lesson	\$2025	\$4050

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SCHOOL CALENDAR FOR 2017-2018

FALL SEMESTER 2017: Saturday - Friday, August 19 - December 22, 2017

FALL HOLIDAYS (no classes): Labor Day (Monday, Sept 4), Thanksgiving break (Tuesday-Sunday, Nov 21 -26)

Holiday Recitals: TBA

SPRING SEMESTER 2018: Saturday - Friday, January 6 - May 25, 2018

SPRING HOLIDAYS (no classes): MLK Day (Monday, Jan 15), Spring Break (Monday-Saturday, Mar 12-17), Easter (Sunday, April 1),

Memorial Weekend: Saturday-Monday, May 26-28, 2018

Spring Recital & Make up week: Tuesday - Friday, May 29 - June 1, 2018

TUITION POLICIES

- Tuition: Lessons are charged in advance, you may pay by semester or annually.
- Class Suspension: Classes will be **suspended** if payment is declined and card is not updated within 24 hours.
- Missed Lessons (Private Class): **No refunds or credits will be given for classes missed.** Students are **ONLY** eligible for **TWO (2)** make-up classes a semester. **Skype lessons available as a form of make-up.** Make-up classes will be scheduled with your teacher for absences made with at least 24 hour notice. Make-up classes can be scheduled at any time during the semester according to the teacher's schedule.
- Missed lessons (Group Class): - **No refunds or credits will be given for classes missed.** It is not the responsibility of PCSM to make-up group class lessons. Students are **ONLY** eligible for a make-up class if the teacher cancels or the school closes due to extreme weather conditions.
- Discontinue lessons: 30 Day **WRITTEN** notice via email is **REQUIRED** from the 1st of the month if you choose to stop lessons.
- Invoices for books, school events, DMTA, recital fees, and rental fees will be sent separately and will be due with the next tuition payment.
- Discounts: 5% discount for families with more than one student applies.

QUESTIONS ABOUT TUITION & BILLING? Please contact office personnel at 214.455.1477

ACCEPTED PAYMENT OPTIONS: VISA/MC/AMEX via our online system, Jack Rabbit.

The Park Cities School of Music (PCSM) semester or annual tuition plan is based on (36) classes during the school year. The payment is due on 1st day of semester. SIX (6) Summer Lessons are mandatory. Total weeks per school year 42.

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SCHOOL POLICIES (Student's copy):

Enrollment: Each new returning student is required to enroll. New students must enroll before first lesson. Returning students must re-enroll before first lesson of Fall semester, annually. Annual enrollment is \$40.00 for returning students and \$50.00 for new students.

Lessons at the school: Students are expected to show up (5) minutes before their assigned lesson time prepared with appropriate books, writing utensils, and any other items assigned by the teacher. Note: Please wash hands before each lesson

Lessons at home: Lesson time starts (1) min after your teacher arrives. Students should be ready to play at their scheduled time. Due to traffic, we ask to please allow a 10-15 minute cushion when scheduling other activities around music lessons. The teacher, due to traffic, may arrive late at times but will still provide full lesson time to the student. Note: Please wash hands before each lesson

Late Arrivals: SCHOOL / HOME: The teacher will wait (15) minutes MAX while trying to contact you via phone & text message. If there is no contact made, then the teacher will leave after the (15) minutes, and the lesson will be considered a "No Show" to which there is no make-up lesson AND you will be charged for the lesson. If a student is late to the lesson, the teacher is only required to provide the lesson time that is left to that student. Please take under consideration that PCSM faculty teaches both at our school AND at students' homes. Please pick up your child(ren) from our school on time as the teacher may need to leave immediately to get to their next appointment. If the teacher is required to wait for the student, a fee will be invoiced accordingly.

Lesson Cancellation Policy: As referenced in the tuition policy, there are no refunds or credits given for lessons missed. Students are eligible for ONLY TWO (2) make-up classes a semester. Make-up lessons may be scheduled at any time during the semester for cancellations made at least (24) hours in advance from the time your child's lesson begins, via email, text or phone call. Make-ups are at the discretion of the teacher's schedule. Cancellations made less than (24) hours in advance will not be eligible for make-up. If the teacher cancels a lesson, he/she will promptly schedule a make-up lesson. **Skype lessons available as a form of make-up.** Once a lesson is rescheduled, it can be cancelled, but it cannot be rescheduled again.

Summer Lessons: 6 Lessons are required to continue lessons with your current teacher.

Receive a FREE lesson: Take advantage of our Referral Program & Spread the word about our music lessons to family, friends and neighbors. Be sure to let them know to mention you as they begin the enrollment process so that we know that you referred them to our school. Email our PCSM managing director, Kathleen Arellano (KathleenPCSM@gmail.com) OR director, Eva Brandys (Info@pcsom.com), noting which family you referred to us, and if one of them formally enrolls, you'll receive a gift certificate for an extra 30min lesson.

My child and I have read and understood the tuition and school policies noted above and will adhere to these policies over the duration of our time with Park Cities School of Music.

Parent Signature

Parent Printed Name

Student First & Last Name

Date

Email Address

Phone Number

Teacher Name

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