

**LESSON CALENDAR** All lessons at FPA are on a year-round basis. The monthly tuition is a flat fee regardless of the number of lessons per month. All lessons will occur on a weekly basis with five scheduled weeks off: Thanksgiving, two weeks in December, Spring Break, and the week of 4th of July. One additional week is reserved for recitals in May. Therefore, there are 46 weeks of instruction every year.

**ANNUAL STUDIO FEE** In lieu of high registration/enrollment fees, FPA collects a nominal flat fee per family in the month of October. This fee helps to support recitals, incentives, and front desk staffing. Accounts must be in good standing to participate in FPA events. Fee is non-prorated and non-refundable.

**WITHDRAWAL** As a courtesy, we ask that all withdrawal requests be made two weeks in advance. Please request and complete a Withdrawal Form from the front desk. This will allow time to cancel any future automatic debits for tuition and inform the instructor. No refunds or credits will be given for materials.

**EXTENDED VACATIONS** Even though FPA conducts lessons year-round, we understand that some families take extended vacations. If a student wishes to take one month or more off and not lose their spot, students must do one of the following:  
Private Students: must pay half of the monthly tuition to reserve their spot with their current teacher.  
Group Students: may request to suspend tuition for one month only. Additional months may be taken off by paying half of the monthly tuition.  
Note: The only other option in all cases is to withdraw at which point the student's name will be removed from the schedule.

## **PRACTICE & INSTRUMENT REQUIREMENTS**

Group students are expected to practice a minimum of one to two hours a week (based on their book color). Private students are expected to practice a minimum of two to three hours per week. Adult students should strive for a minimum of two hours per week. Students failing to maintain their practice commitment may be subject to the terms for termination of lessons as described below.

All students should have an appropriate instrument on which to practice, such as a full-size digital or acoustic piano. Acoustic pianos should be tuned regularly (once per year).

### **IMPORTANT**

Portable keyboards are not recommended. Keyboards do not promote the proper technical and physical development of the student because the keys are not weighted. We have digital pianos available for rent if needed. A student's posture at the instrument is also very important. Please ensure that they sit at the proper height.

**TERMINATION OF LESSONS** In the event of prolonged use of a keyboard, consistent lack of practice, or unacceptable behavior, FPA will conduct a one-month review with parent notification. If the problem persists, a decision will be made based on the best interest of the student.

### **EARLY/LATE**

**DROP OFF/PICK UP** FPA is not responsible for providing before or after class care for students. Please do not drop off or pick up students more than five minutes before or after class.

## **PAYMENT OF TUITION, FEES & BOOKS**

Tuition is collected in advance by auto-draft from your checking account. Alternatives include setting up FPA as a Payee through your bank's online billpay service or by providing FPA with post-dated checks for August-December, January-May, and June-July. Books, materials and other fees can be charged to a credit card on file or paid by check. Invoices for books and other fees are emailed.

**INJURIES** Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on or around the school property resulting from normal lesson activity or any other activity conducted by the students before, during, or after their lesson time.

**SUBSTITUTIONS** FPA reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach a lesson. If a teacher is ill and FPA cannot arrange a substitute, any missed lessons will be made up.

**PHOTO & VIDEO RELEASE** FPA is hereby granted permission to take photographs or video of the students for use in brochures, websites, posters, advertisements, social media and other promotional materials the Academy creates.

## **PARENT'S RESPONSIBILITY TO BE AWARE**

Our primary form of communication is through EMAIL. We feature monthly Newsletters sent through Constant Contact. It is the responsibility of the parent or adult student to be aware of FPA activities such as recitals and dates when the school is open and closed. If students wish to participate in recitals, certificate of merit exams, or in other events, it is the parent's responsibility to be aware of dates, deadlines, and fees, if any.

## MISSED LESSONS

In the continued effort to provide make-up lessons, we must adhere to the following guidelines:

**ALL STUDENTS:** The office must be notified by 6:30pm the day before a known absence in order to qualify for a make-up lesson. Note: Monday students must notify the office through email by 6:30pm the Sunday before. There are **NO MAKE-UPS** for same day cancellations and “no-shows.” There are no Make-ups for missed Make-ups. There are **NO REFUNDS** or adjustments for missed lessons. Make-up lessons are **NOT GUARANTEED** due to scheduling availability.

In case of illness or emergency, please notify the office before the class begins. Out of respect for teachers and fellow students, please **DO NOT** send students to class who are ill. They will not be allowed into class.

**GROUP STUDENTS:** Make-up lessons must occur within 30 days after which they will be forfeited. Make-ups can be scheduled prior to a known absence.

**PRIVATE STUDENTS:** Private students are allowed one make-up lesson per quarter (a “quarter” is determined by the time period between performance workshop weeks) during performance workshop week. Any additional missed lessons within a quarter are forfeited.

## PARTICIPATION IN RECITALS

FPA holds at least 2 recitals per year, one during the Holiday season and 1 during the month of May. Students are not required to participate but are strongly encouraged. It helps to promote their confidence and gives them attainable goals. Please note all accounts must be in good standing in order to participate in studio events.

### PLEASE NOTE

Your signature on the enrollment form serves to confirm that you have thoroughly read and understood all Academy policies as set forth. Please familiarize yourself with these studio policies. If you have any questions, our office staff is always happy to assist you.