

SCHOOL POLICY

I. Tuition:

The Pacific Institute Of Music is a year-round music school. The tuition is due on the first day of each month and is withdrawn automatically. There will be no lessons during the weeks of Thanksgiving, Christmas, New Year, and Spring Break. _____

II. Studio Fee:

The **\$100.00** studio fee is due at the time of enrollment. The studio fee is **\$70.00** for returning students and it is due at the first week of school calendar year. The family fee is **\$170.00**, and the returning family is **\$120.00**. The studio fee is **non-refundable**. _____

III. Accompaniment Fee:

The **\$100.00** accompaniment fee is due on the first day of the academic year. This fee will cover one two public recitals and one studio recital. This fee could be waived if the student provides her own accompanist with the teacher's approval. _____

IV. Payment Options:

The tuition is processed via bank auto draft. **The payments are due on the first day of each month. A \$25 late fee will be applied per month if payment is not received by the first day of each month. The tuition is not refundable.** The first month's payment for new students is prorated and subject to the number of lessons given in that month based on PIOM calendar. _____

V. Makeup Policy:

There is a maximum of **two (2)** make-up/rescheduled lessons allowed throughout the academic year **for any reason**. No make-up lesson will be scheduled without a **24-hour notice**. **No makeup lessons will be carried over to the new semester.** _____

VI. Substitutions:

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

VII. Termination of Lessons:

Lessons may be terminated in the event of repeated failure to attend lessons without notifying the school, continued failure to prepare for the assigned material, nonpayment of tuition or other expenses, acts of vandalism, including but not limiting to destruction of property, and/or unacceptable behavior. A one-month trial period with parent notification will precede lesson termination. _____

VIII. Withdrawal:

A written notice is required to stop lessons – it has to be submitted to the school office four lessons in advance. All automatic bank debiting will stop after the one-month notice period. _____

X. Studio Classes:

Students who take private lessons will be divided into several different level groups based on their ability and age. **There won't be regular private lessons** during that week. All the musicianship skills (ensemble may be included) will be covered in the studio class. _____

XI. Recitals:

Students must dress nicely for any recital or musical event. This is part of the student's training. All music must be memorized except duet, or ensemble music.

- **Public Recital:** There will be 2 public recitals in November and May throughout the school calendar year.
- **Studio Recital:** one studio recital throughout the school calendar year could be scheduled by teacher.
- **Auditions and Competitions:** Students will be given opportunity to perform in the events presented by **MTAC** (Music Teachers' Association of California) and **CAPMT** (California Association of Professional Music Teachers.)
- **Honor's Recital:** will take place on May 18-19, 2019, at 7:00pm at the FLC Harris Center/Three Stages. The audition times for the even are TBA.

XII. Evaluations:

Students are encouraged to participate in a music evaluation each year. Students are able to choose to take **CM test** (Certificate of Merit), presented by **MTAC**. Students are encouraged to enter the **National Guild Audition** as well. Also there are lots of piano competitions around, please ask teacher if you're interested.

XIII. Parents' Responsibility:

It is the responsibility of the parent to be aware of all school activities and dates the school operates. It is parents' responsibility to inform the school about any email, address, or phone number changes. The school is not responsible for providing before or after school care for students. _____

XIV. Injuries:

You assume all risk of injury or harm to the child(ren) or adult(s) associated with participation in this musical activity at the PIOM and agree to release, indemnify, defend and forever discharge the PIOM and its staff from all liability, claims, demands, damages, costs, and expenses in the unlikely event of injury sustained by your child(ren) or adult student during the course or as a result of this musical activity. _____

XV. Photo/Video Release:

The school is hereby granted permission to take photographs/videos of the students to use in brochures, web sites, posters, advertisements, and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name. _____

Student's Name / Instrument

Signature of Legal Parent or Guardian

Date