

Policies for the Fine Arts Academy of First Baptist Church

1. Students are expected to complete weekly practice/work assignments and attend all scheduled lessons and recitals. In general, progress is measured by **daily practice periods at home and regular attendance at lessons.**
2. Once a student is enrolled, he/she is committing to complete the school year – 15 lessons each semester, August through May. Your lesson time is considered a standing weekly appointment. Please ensure that your student arrives on time with the materials needed for his/her lesson. Due to tight lesson schedules, students who are late cannot be guaranteed their full lesson time. A **24-hour notice of absence** is required for a make-up lesson, except in cases of emergency. **Please call your student's teacher** as soon as you know that your student will miss his/her lesson. **If less than a 24-hour notice is given** in non-emergency cases, the result will be a charge for that lesson with no make-up lesson. **If no notice at all is given for a missed lesson**, regardless of the situation, the result will be a charge for that lesson with no make-up lesson. Private lessons missed because of illness or family emergency will be made up with a **maximum of 2 make-up lessons per semester.** **Lessons missed by the teacher will be made up.** Group lessons cannot be made up.
3. Fine Arts Academy tuition and registration fees cover all director's and teachers' salaries, the general music class, and administrative and recital expenses. Lesson books and supplies are not covered by tuition. Tuition is payable by the 10th of each month, September through April, or in full at the beginning of each semester. (There is a price break when you pay by the semester.) You are responsible for regular payments– **the Academy does not send out statements.** Please use the online giving system for debit or credit cards, or the payment envelopes located in the black slotted holder on the Academy seating area wall. You may also give your payments to the Academy Director, leave them in the Academy mail box located in the church's front office, or mail them to: FBC Fine Arts Academy; 211 W. Comanche; Norman, OK.; 73069. **To avoid a \$20 late fee, please ensure that your payments are received by the 10th of each month.** Please make your checks payable to: Fine Arts Academy, FBC. There are **no refunds** once a semester has begun, although credits to your account will be considered on a case by case basis. In the case of **late registration**, tuition will be prorated for the remainder of the semester.
4. Each student will have 15 lessons total per semester. Any make-up lessons will be scheduled by the individual teacher and student/parents. **Please Note:** The Academy will have regular lessons on some days when Norman Public Schools are closed for parent/teacher conferences or short holidays; see Grand Calendar.
5. Group piano lessons require a minimum of 5 students. In the event that a class does not make, every effort will be made to place your student in another class. Failing that, tuition will be refunded.
6. **In the case of inclement weather** that develops during a day, please call the Academy office. **If Norman Public Schools are closed due to weather, the Academy will also be closed.**
7. **In case of an emergency**, every effort will be made to reach the student's parent(s) first! Please provide emergency contact information on your student's enrollment form.
8. While waiting for their lessons, students may sit downstairs near the Academy lesson rooms. Because many of our lessons finish after dark, we are concerned about students waiting in appropriate areas. Please instruct your student to stay inside the building until someone arrives to pick up him/her. Students may watch for their ride through the church's glass front doors.
9. Students gain numerous benefits from performing in public and from seeing other students perform! Every student is urged to present a solo or ensemble piece in the recital at the end of each semester. We also recommend that students attend an entire recital. Anyone who needs to leave early for or arrive late from another function will be accommodated as much as possible.
10. Due to the fact that the church building remains locked at all times for the safety of all who use the building, an access card will be issued to each family once the first tuition installment has been received.

I, _____, understand and agree to the above requirements of my student/myself to participate in the Fine Arts Academy of First Baptist.