



FAPA STUDIOS Private Lesson Policies

“Treble Clef”

Tuition:

- Weekly lessons: \$30/half hour, \$45/45 minute lesson or \$60/hour. Lessons are billed monthly for the number of teaching weeks in the month. Lessons are billed for the proceeding month based on the teacher’s schedule. If your teacher isn’t teaching due to holidays, you won’t be charged for that week. There is no long-term contract, please see below for cancellation policies.
- Private individual coaching is available at the rate of \$70/hour. These lessons are available for both vocal and acting coaching or upcoming auditions.

Rundown of Value:

- We promise to treat its students and families with care and respect.
- We will always give you our best, when it comes to instruction.
- We will always return your call or email in a timely and professional manner.
- We will always treat your children as our own.
- We will always be on time.
- We will always listen when you have a concern, and try our best to solve the problem.

Expectations of Students and Families:

- We expect students to PRACTICE!
- We expect students to arrive on time. Your scheduled time is YOURS! If you arrive late, we cannot make up that time at the end of the lesson.
- We expect students to bring their materials/books/supplies to class each week.

Books & Fees

- Students will be responsible for procuring their own books and music. These may be Musical theater Anthologies, Piano Method Books or online music downloads.
- There is a once per academic year registration fee of \$35, which helps cover consumable materials (ie: printer ink, pencils, corporate music books, etc.)
- There will be a \$30 fee for recital participation. This fee covers facility usage and accompanists. This fee will be posted to your account with plenty of notice prior to any scheduled recitals. (Recital participation is encouraged, but NOT mandatory.)

Liability Waiver

- All students enrolled in FAPA Studios’ Private Lessons must have filled out FAPA’s general online registration paperwork and electronically signed all waivers.

Exchange of Money

- Lesson fees will be due on the fourth lesson of the previous month and must be paid in advance to secure space in the teacher’s calendar.
- All lesson fees must be paid via credit card on file with FAPA.
 - Some Fine Print regarding payment:
 - Payments made by credit card are drafted on the 20th of each month, in the month prior to the one being billed. Example, May’s tuition is debited on April 20th.
 - Payments received after the 1st of the new month will be considered late, and are subject to a \$35.00 late fee to be added to the current invoice. We will send you a reminder if your payment did not go through, or if your card expires, etc.
 - After the 10th of the month, issues with late payments may affect your child’s membership.
- All tuition/charges statements are always available via our “Studio Director” web portal service. All families have the ability to create a username and password to view financial statements, enroll in classes, make payments, etc. To do this, please visit our website and click “Login/Register” in the navigation bar.

Cancellations

Cancellations by Teachers/Studio

- *If we cancel for any reason, we will make it up. If we can't, it will be credited back to you. By default, we are closed on most "bank holidays", such as Christmas, Memorial Day, Thanksgiving, etc. (unless otherwise stated by the online class calendar). We will typically have classes/lessons on Monday holidays like MLK Day, Presidents Day, etc.*
- *Cancellation of classes/lessons due to unsafe weather will be up to the discretion of the Forsyth Academy of Performing Arts. If FoCo schools have cancelled classes, cancelled after school activities or released students early due to weather, we will be closed and lessons will not be held.*

Cancellations By Student/Parent

- ***Teachers are not required to make up a lesson missed by the student for any reason.*** *Our calendar is very full and teachers are often on waiting lists. Your lesson time is YOURS. Please prioritize it. Unfortunately, we do not have the margin in our schedules to make up missed lessons*
- *If you are aware of an impending lengthy absence (ie: sports commitment, casting in a school musical, etc.) that may take you out of lessons for a period of time, you have two options: you may either continue to pay the monthly tuition to reserve your space and take lessons when you're available or you may discontinue your lessons, give up your time slot to the waiting list and return when your commitment is finished.*

Leaving the Studio

- Enrollment in private lessons may be cancelled at any time. Prepaid tuition is non-refundable. In order to avoid being assessed the following month's tuition, lessons must be cancelled by the 15th of the month in writing or via email to FAPA. (info@forsythapa.com)

Electronic Communications

- ALL FAPA Studios communications will be via email. Some will come directly from FAPA and some will come directly from your teacher. Please add the address noreply@jackrabbittech.com to your "safe" email address listing to avoid info going to your Spam/Junk folders.

Financial Paperwork

- All statements are available through your online Customer Portal account.

FAPA Studios Child Protection Policy

In order to create a safe learning environment for all children, we are committed to putting these measures in place:

- All of our private instructors have completed a background check via the Forsyth County Sheriff's Office.
- During a private music lesson with a student under the age of 18 years, the instructor is required to teach in a room with a window, an open door, or a large room or open area which can be accessed from a main hallway.
- Our staff members are required to periodically (and without notice) check in on any private music lesson, being taught to a person under the age of 18, when they are not in the process of teaching or are in between lessons. This may be done by looking into the window, or checking an open door, being sure not to disturb the lesson and sacrifice the quality of instruction.
- Parents are always welcome to stay in a waiting area within earshot of a private lesson. If they find it necessary, a parent is welcome to check the window or open door at any time without disturbing the lesson.