



## **SOL-LA MUSIC ACADEMY POLICIES For Group Classes and Individual Lessons**

### **To: SOL-LA Families**

#### **SOL-LA POLICIES FOR GROUP CLASSES and INDIVIDUAL LESSONS:**

- Requests for a Payment Plan and Scholarship Applications are available at the SOL-LA office.
- The Annual Family Registration fee is non-refundable.
- A fee of \$25.00 will be charged per returned check.

#### **SOL-LA GROUP CLASS POLICIES**

- Enrollment in Group Class is for the full semester.
- Group Class tuition is paid in full at registration, at the beginning of each semester.
- There are no refunds, credits or make- up classes for missed Group Class.
- In the event SOL-LA must cancel a class, the class time will be rescheduled or a refund will be issued at the end of the semester.
- For the benefit of the student and the group as a whole, it is vital that students attend ALL Group Classes.
- Parents or students must notify the school as soon as possible regarding absences.

#### **SOL-LA INDIVIDUAL LESSON POLICIES**

- Enrollment for Individual Lessons is for the full semester, based on a minimum of 14 weekly lessons out of the 17-week semester.
- Semester tuition is due in advance on a monthly basis OR may be paid in full at registration. Additional and summer lessons are paid on a monthly basis as incurred.
- Semester invoices will be sent to student families **by email** on the 20<sup>th</sup> of the month, and payment is due on the 1<sup>st</sup> of the month. If payment is not received by the 10<sup>th</sup> of the month, the account is subject to a late fee of \$30.00 and possible interruption of lessons. Additional and summer lessons will be billed at the end of the month and due on the 10<sup>th</sup> of the month.
- If cancellation occurs 24 hours or more before a lesson, students are responsible to schedule a make-up lesson directly with the instructor within 30 days of the missed lesson.
- If cancellation occurs less than 24 hours before a lesson or if a student fails to attend a lesson, the scheduled lesson time will be billed to the student account, and the lesson may not be rescheduled.
- In the event an instructor cancels a lesson, a credit for the missed lesson will be applied to the next month's lessons, or if the lesson is not made up by the end of the semester, a refund will be issued.
- Individual lessons are taught on campus or in instructors' home studios. With the agreement of the instructor, lessons may be taught at a student's home, at an additional \$20 driving fee per visit.

#### **SOL-LA CAMPUS POLICY at Little Dolphins By the Sea Preschool**

- Families are fully responsible for the supervision and safety of their children on the SOL-LA campus, except when registered students are attending classes and individual lessons.
- Please respect the premises and return the classrooms and playground to the condition they were found prior to classes. Remind students not to touch Little Dolphin artwork, projects and installations.