



GROUP LESSONS FOR YOUNG BEGINNERS & BEGINNING STRINGS PROGRAMS 2017-2018 TUITION, ATTENDANCE AND STUDENT SAFETY POLICIES

TUITION PAYMENTS

Tuition for Group Lessons (Group Lessons for Young Beginners and Beginning Strings) at the Des Moines Symphony Academy will be due by the first week of the given semester. Tuition payments can be made by check or credit card. Checks should be made payable to the Des Moines Symphony Academy. To help expedite tuition payments in a timely manner, please include the student's name and semester in your check's memo field. For parents/guardians wishing to pay by credit card, your credit card number will be kept securely on file for all tuition payments. Credit cards will be charged by the 2nd week of classes in a given semester and receipts will be mailed.

GROUP LESSONS SEMESTERS

Our Group Lessons Programs (Group Lessons for Young Beginners and Beginning Strings) are offered in (3) 9-week semester throughout the school year. These semesters include Fall (Sep-Nov), Winter (Jun-early Mar) and Spring (late Mar-May). Shorter 3-week sessions may be scheduled in Dec, Jun and Jul based on instructor availability and class interest.

INVOICING

Invoices for unpaid tuition will be sent by the 2nd week of classes in a given semester.

SUSPENSION

Students who fail to fulfill their tuition obligation for a given semester will be placed on suspension and will not be allowed to register for the next semester of classes until their tuition account is brought up to date.

STUDENT SAFETY

Student safety is a top priority at the Des Moines Symphony Academy. In our continuing efforts to keep the Symphony Academy a safe and nurturing learning environment, all Symphony Academy Faculty undergo background checks and are required to complete annual Youth Protection Training. Because The Temple for Performing Arts is open to the public for many different uses throughout the day (7 days a week), we ask that parents/guardians of younger students escort them to and from their music lessons, classes and rehearsals.

CANCELLATIONS, MAKE-UPS & REFUNDS

Group Lessons classes that do not meet the required minimum number of students (5) days prior to class convening will be cancelled. Students that have paid for a cancelled class will receive a refund or may apply credit to another class or program.

Any class missed due to inclement weather or faculty absence will be made up. Make-ups for missed classes due to student absence will be made-up at the discretion of the instructor.

If a family needs to withdraw from a registered class, the Des Moines Symphony Academy will consider refunding unused tuition for the remaining classes missed if withdrawal notice is provided to the Symphony Academy in writing within the first two weeks of the semester.