



2017-2018 PRIVATE LESSONS TUITION, ATTENDANCE AND STUDENT SAFETY POLICIES

TUITION PAYMENTS

Tuition for Private Lessons at the Des Moines Symphony Academy can be paid in full or in monthly installments, which are due by the 5th of the month. A chart detailing monthly tuition installment amounts is enclosed (please see accompanying Private Lessons Monthly Tuition Installment Chart). 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 installment month 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 on or near the 20th of each month and receipts will be e-mailed.

ATTENDANCE – FALL AND WINTER SEMESTERS

Private lessons at the Des Moines Symphony Academy are divided into two semesters: Fall (September-December) and Winter/Spring (January-May). Registered students will take weekly lessons based on the enclosed Private Lessons Calendar. It is the responsibility of the student to take their regularly scheduled lesson and credits for missed lessons will not be issued. Students are allowed one (1) absence per semester. This absence will be made up at the availability of the instructor and will occur within the semester. If an Instructor needs to cancel a lesson, this lesson will be made up during the semester and will not count towards the one (1) allowed student absence.

SUMMER LESSONS

During the months of June, July and August, registered students may take lessons as their schedules allow and can pay per lesson. It will be the responsibility of the student to schedule all lessons with their Instructor and refunds for missed lessons will not be issued. Students must give their instructor at least 24 hours notice if they are unable to attend a scheduled lesson. Failure to provide 24 hours notice will be considered an unexcused absence and students will be charged for this missed lesson.

ADULT STUDENTS

Any student over the age of 20 is considered an adult student. Enrolled adult students are not obligated to the structured private lessons calendar and may schedule and pay for lessons on an individual lesson basis.

ENROLLMENT/DISCONTINUING LESSONS

Students may begin Private Lessons the first full week of a given month. If a student decides to discontinue Private Lessons, they must notify their Instructor as well as the Symphony Academy by the 15th of that month. A reconciliation of semester tuition charges and payments received will be configured upon receiving notice of discontinuation.

MONTHLY TUITION STATEMENTS

Monthly Tuition Statements will be sent by the 20th of each month. These statements will include all tuition payments received as of the date of the statement and the remaining tuition owed for the given semester.

SUSPENSION

Failure to pay two (2) consecutive tuition installments will result in a suspension of lessons. Students under suspension will not be permitted to resume lessons until their account has been brought current.

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.



DES MOINES SYMPHONY
ACADEMY
2017-2018 PRIVATE LESSONS CALENDAR

FALL SEMESTER - 15 Lessons Sep 1 – Dec 21, 2017						
September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4*	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20*	21	22	23	24	25
26	27	28	29	30		
December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*Lessons on Mon Sep 4 will be held on Mon Nov 20, 2017

Nov 21 – 26	Thanksgiving Break – No Lessons
Dec 22 – Jan 6	Holiday Break – No Lessons
Jan 15	MLK Day – No lessons
Mar 12 – 18	Spring Break – No Lessons
May 27 – 31	End of Semester Break – No Lessons

WINTER/SPRING SEMESTER – 19 Lessons Jan 7 – May 26, 2018						
January 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15*	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*The Symphony Academy will be closed on Jan 15, 2018 in observance of MLK Day. Monday students will receive a total of (18) lessons during our Winter/Spring Semester. Tuition for Monday students has been adjusted according.



**DES MOINES SYMPHONY ACADEMY PRIVATE LESSONS
MONTHLY TUITION INSTALLMENT CHART**

2017-2018 PRIVATE LESSONS MONTHLY INSTALLMENT CHART					
30 MINUTE LESSONS	RATE	NO. LESSONS	TOTAL SEMESTER TUITION	NO. INSTALLMENTS	MONTHLY INSTALLMENT AMOUNT
FALL (Sep-Dec)	\$31.00	15	\$465.00	4	\$116.25
WINTER/SPRING (Jan-May) Tuesday - Sunday Students	\$31.00	19	\$589.00	5	\$117.80
WINTER/SPRING (Jan-May) Monday Students	\$31.00	18	\$558.00	5	\$111.60

45 MINUTE LESSONS	RATE	NO. LESSONS	TOTAL SEMESTER TUITION	NO. INSTALLMENTS	MONTHLY INSTALLMENT AMOUNT
FALL (Sep-Dec)	\$46.50	15	\$697.50	4	\$174.38
WINTER/SPRING (Jan-May) Tuesday - Sunday Students	\$46.50	19	\$883.50	5	\$176.70
WINTER/SPRING (Jan-May) Monday Students	\$46.50	18	\$837.00	5	\$167.40

60 MINUTE LESSONS	RATE	NO. LESSONS	TOTAL SEMESTER TUITION	NO. INSTALLMENTS	MONTHLY INSTALLMENT AMOUNT
FALL (Sep-Dec)	\$62.00	15	\$930.00	4	\$232.50
WINTER/SPRING (Jan-May) Tuesday - Sunday Students	\$62.00	19	\$1,178.00	5	\$235.60
WINTER/SPRING (Jan-May) Monday Students	\$62.00	18	\$1,116.00	5	\$223.20