



## **2022-2023 PRIVATE LESSONS TUITION, ATTENDANCE AND STUDENT SAFETY POLICIES**

### **ATTENDANCE – FALL AND WINTER/SPRING SEMESTERS**

Private Lessons at the Des Moines Symphony Academy are divided into two semesters: Fall (September-December) and Winter/Spring (January-May). Enrolled 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 due to student absence will not be issued. Students are allowed one (1) absence per semester, which will be made up at the availability of the Instructor within the semester. If an Instructor needs to cancel a lesson, this lesson will be made up within the semester and will not count towards the one (1) allowed student absence. If an Instructor needs to cancel a lesson and is unable to provide a make-up, a credit for that missed lesson will be offered. For families on our Autocharge System, this credit will be applied to your last installment charge of the given semester.

### **SUMMER LESSONS**

During the months of June, July and August, enrolled 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 student will be charged for this missed lesson.

### **ADULT STUDENTS**

Any student over the age of 18 is considered an adult student. Adult students may schedule and pay for lessons on an individual lesson basis.

### **ENROLLMENT/DISCONTINUING LESSONS**

Students may begin Private Lessons at any time during the school year and their semester's tuition will be prorated accordingly. If a student decides to discontinue Private Lessons, we ask that they provide their Instructor at least two weeks' notice of discontinuation. A reconciliation of semester tuition charges and payments received will be configured upon receiving notice of discontinuation.

### **TUITION PAYMENTS**

Tuition for Private Lessons at the Des Moines Symphony Academy can be paid in full or in monthly installments. A chart detailing monthly tuition installment amounts is enclosed. Tuition payments can be made by check or credit card. Checks should be made payable to the Des Moines Symphony Academy. If paying by check, please include the student's name and installment month in your check's memo field. For parents/guardians wishing to pay by credit card through our Autocharge System, your credit card number will be kept securely on file for all tuition payments. Credit cards will be charged on or near the 25<sup>th</sup> of each month and receipts will be e-mailed.

### **MONTHLY TUITION STATEMENTS**

Monthly Tuition Statements will be sent to all families with an outstanding semester tuition balance. These statements will include all tuition payments received as of the date of the statement and the remaining tuition owed for the given semester. 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 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 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.

### **INCLEMENT WEATHER**

In the event that the Des Moines OR West Des Moines Community School Districts cancels or dismisses classes early due to inclement weather, private lessons will either transition to a virtual format for that day or made-up in person at a later date. Notice of a Symphony Academy closing will be posted on the Symphony Academy website and emailed to all families. Private lessons Instructors will inform their students how lessons will be given in the event of a Symphony Academy closing.



DES MOINES SYMPHONY  
**ACADEMY**  
 2022-2023 PRIVATE LESSONS CALENDAR

FALL SEMESTER – 15 Lessons Sep 1 – Dec 21, 2022						
September 2022						
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 2022						
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 2022						
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 2022						
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

- Sep 5 Labor Day – No Lessons
- Nov 22-27 Thanksgiving Break – No Lessons
- Dec 22-Jan 1 End of Semester Break – No Lessons
- Jan 16 MLK Day – No Lessons
- Mar 13-19 Spring Break – No Lessons
- May 23-31 End of Semester Break – No Lessons

WINTER/SPRING SEMESTER – 19 Lessons Jan 2 – May 22, 2023						
January 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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			



DES MOINES SYMPHONY  
**ACADEMY**

**PRIVATE LESSONS TUITION AND MONTHLY INSTALLMENT CHART**

<b>30 MINUTE LESSONS</b>	<b>RATE</b>	<b>NO. LESSONS</b>	<b>TOTAL SEMESTER TUITION</b>	<b>NO. INSTALLMENTS</b>	<b>MONTHLY INSTALLMENT AMOUNT</b>
<b>FALL (Sep-Dec)</b>	\$35.00	15	\$525.00	4	\$131.25
<b>WINTER/SPRING (Jan-May)</b>	\$35.00	19	\$665.00	5	\$133.00
<b>45 MINUTE LESSONS</b>	<b>RATE</b>	<b>NO. LESSONS</b>	<b>TOTAL SEMESTER TUITION</b>	<b>NO. INSTALLMENTS</b>	<b>MONTHLY INSTALLMENT AMOUNT</b>
<b>FALL (Sep-Dec)</b>	\$50.00	15	\$750.00	4	\$187.50
<b>WINTER/SPRING (Jan-May)</b>	\$50.00	19	\$950.00	5	\$190.00
<b>60 MINUTE LESSONS</b>	<b>RATE</b>	<b>NO. LESSONS</b>	<b>TOTAL SEMESTER TUITION</b>	<b>NO. INSTALLMENTS</b>	<b>MONTHLY INSTALLMENT AMOUNT</b>
<b>FALL (Sep-Dec)</b>	\$70.00	15	\$1,050.00	4	\$262.50
<b>WINTER/SPRING (Jan-May)</b>	\$70.00	19	\$1,330.00	5	\$266.00