

# Conservatory of Musical Arts

19 Kings Hwy. East  
C/O Grace Church  
Haddonfield, NJ 08033  
(856) 354-1432

## CMA - School Policy

- **Lesson fees** are to be paid in full and are due at your first lesson of each month for the entire month. Lessons are given weekly and in some cases every other week.
- **Lesson fees** are due regardless of absenteeism or tardiness with or without notification and are paid directly to the teacher. A mutually agreeable time will be allotted for your lesson and as long as you are listed on the schedule you are required to pay for that lesson time.
- **Lesson fees** start at \$25.00, \$35.00 and \$45.00 and may vary according to the teacher.
- The school's **official vacation times** are the week between Christmas and New Year's (including Christmas Eve day and New Year's Day) and the week preceding Labor Day. Classes resume the day after New Year's day and Labor Day. The school is also closed on Memorial Day, July 4<sup>th</sup> and Thanksgiving. These vacation weeks are optional weeks for teachers and they may choose to teach during these weeks, however students are not obligated to attend or pay unless you choose to attend.
- All students are entitled to two (2) **vacation days** per year (September to June) in addition to the above holidays. If you foresee extensive absences, please contact the teacher or office immediately, as long as you are on the schedule you are required to pay for that allotted lesson time.
- The **summer session** during late June, July and August students are required to continue to pay monthly during these months. The policy is different only in that students taking vacations are not obligated to pay for the weeks that they will be away, if advance notice (at least one week) notice is given to the teacher. Students may temporarily go off schedule until returning from vacation.
- In the case of **teacher absences**, lessons will be rescheduled at a time convenient for both the teacher and the student within the reasonable future. If the student cannot coordinate a make-up lesson with the teacher a credit will be issued to the student.
- If the teacher anticipates a number of absences, (some teachers do travel for musical performances etc.) he/she may obtain a **substitute teacher** to fill in during those weeks. The substitute will be equally qualified and appropriate for that teacher's schedule. If the student chooses not to study with the substitute they will be credited for those lessons.
- **Make-up lessons** for last minute cancellations or "no shows" by the student will be given at the teacher's discretion and availability. In the case of teacher absences or if a full lesson is not given, the teacher is required to make up the lesson or credit the time missed. Teachers are obligated to make up four missed lessons per year, per student. Cancellation or absenteeism of a make-up lesson will not be rescheduled.
- In the case of **bad weather** cancellations, make ups will be scheduled according to the availability and convenience of the teacher and student. As long as the school is open and your teacher is in you are expected for your lesson. If the weather is extremely severe call the school a message will be on the voice mail advising of the school closing if necessary. In these instances you will be credited for the lesson unless of course, you and your teacher can coordinate and reschedule the lesson.
- If you foresee **extensive absences**, please contact the teacher or office immediately, as long as you are on the schedule you are required to pay for that allotted time.
- Two week notice is required for **permanent withdraw** from lessons and the student is responsible for lessons missed without this notice.

**Student's Name** (Please Print): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate #:** \_\_\_\_\_

**Lessons Start Date:** \_\_\_\_\_ **Lesson Day:** \_\_\_\_\_ **Lesson Time:** \_\_\_\_\_ **Lesson Fee:** \_\_\_\_\_

**PARENT/STUDENT SIGNATURE:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**TEACHER SIGNATURE:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

This form must be copied upon signing and copies must go to the student, teacher and office.

Thank you!