

# CVSM General Policies and Information

**IMPORTANT INFORMATION: PLEASE READ CAREFULLY & RETAIN FOR YOUR RECORDS**

## **1. Semesters \***

The school year (August through May) is divided into two semesters. Each semester includes 2 make-up weeks. A flexible summer session (June through August) is also offered, which does not include make-up weeks. Classes, workshops, camps, and ensembles run for specific periods of time as outlined in the descriptive copy.

\* Lessons taught at Mercersburg Academy are divided into three terms (Fall, Winter, and Spring) to coincide with the Academic schedule of the Academy.

## **2. Placement**

Placement of each student with a particular teacher is carefully considered at the time of enrollment. Parents and/or caregivers are welcome to observe the lesson. If a change of instructor is recommended by the instructor or desired by the student or parent, proper handling of the matter should first be discussed with the other party, and then referred to the school staff to arrange the scheduling change. The school reserves the right to discontinue lessons of any student due to frequent absence (more than 3 consecutive lessons), frequent tardiness, behavioral problems, delinquency in payment of fees, or failure to abide by policy. A student wishing to discontinue at the end of a semester should notify the instructor as a courtesy.

## **3. Absences**

Payment is expected for ALL scheduled lessons, regardless of attendance. In the event of absence, please notify the office as far in advance as possible. A MAXIMUM of 2 make-up lessons for excused private instruction will be offered per semester. Missed scheduled make-up lessons are forfeited and will not be credited or re-scheduled. Absences may be considered excused for the following reasons:

1. Illness - please call as soon as you know a student will not be attending.
2. Required school activity (24 hour notification required)
3. Family emergency

No credits will be issued for student absences during the summer term because flexible scheduling is permitted. Classes missed by individual students will NOT be made up. If a teacher is absent, or the school is closed, those missed lessons will be re-scheduled, if possible. If that is not possible, a lesson credit will be extended to the student. In the case of extended faculty absence, CVSM may supply a qualified substitute teacher. Students are obligated to attend and pay for lessons with substitutes.

## **4. Payment \***

CVSM prefers payment for the full semester. Payment plan options (2-4 payments) are available but require an additional 3% fee. Students entering after the start of a semester will be charged on a pro-rated basis for the duration of the semester.

Each semester's tuition balance must be paid in full prior to registering for the next semester. Payment in arrears will result in discontinuance of instruction. If lessons are stopped for this reason, instructors are not required to make-up lessons even if payment is brought up to date. In addition, we are required to assess your account with a late payment fee of \$10 or 5% of the unpaid balance, whichever is higher. A finance charge of 1.5% will be added to the outstanding balance each month thereafter until your account is paid in full. In the case of insufficient funds, a fee of \$20 plus any bank fees assessed to CVSM will be added to the account.

\* Mercersburg Academy students will be billed through the Academy Business Office.

## **5. Registration Fee and Refund**

Registration fees will be assessed once per academic year and added to the total owed; the fees are based on the total of the class and lesson fees. Registration fees and class fees are not refundable or transferable. If excused student absences or missed lessons due to school closing or teacher absence are not able to be re-scheduled, a credit to that student's account will be issued. Credits are not refundable, but may be transferred to other lessons within the family unit. Credits will be forfeited if not redeemed by the end of August in the current year. Classes canceled by CVSM for any reason will be refunded (registration fee included). A student must cancel 7 days prior to the start of a semester, class, workshop or camp to receive a full refund (less registration fee). No refunds will be issued to any student who withdraws later than 7 days prior to the start.

## **6. Financial Needs**

It is the responsibility of the parent and/or student to notify the CVSM directors when problems arise, whether financial, instructional or personal. Every effort will be made to respond to individual need, and all requests will be kept confidential. CVSM awards financial aid to a limited number of students. We are committed to making music a part of the life of everyone who desires it. If you feel your financial situation warrants financial aid consideration, please call the office for an application or download one from our website. Merit scholarships are awarded through a competition held in the spring of each year; please ask your teacher or the office for more information.

*Photos may be taken during lessons, classes and camps. If you do not want your student photographed, please notify CVSM in writing at time of registration.*