

CVSM General Policies and Information- *Updated Fall 2022*

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. ***Photos may be taken during instruction and performances. If you do not want your student photographed, please notify CVSM in writing.***

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

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 CVSM office and/or your teacher as far in advance as possible. If a lesson is virtual, the student/family is responsible for communicating with the teacher at the time of the lesson if there are connection issues resulting in an inability to have the lesson; otherwise, it could be considered as an unexcused absence. A MAXIMUM of 2 make-up lessons for excused individual 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 before instruction begins. Payment plan options (2-4 payments) are available and 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.

Payment in arrears (no payment prior to starting lessons and/or monthly payment overdue) 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. Each semester's tuition balance must be paid in full prior to registering for the next semester.

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

5. 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.

6. Credits and Refunds

If excused student absences, missed lessons due to school closing, or teacher absences 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. Exceptions can be made to allow refunds in special circumstances; requests should be made to the registrar. Credits will be forfeited if not redeemed by the end of August in the current academic year. Forfeited credits will count as a charitable donation to the school.

Classes canceled by CVSM for any reason will be refunded. A student must cancel 7 days prior to the start of a semester, class, workshop, or camp to receive a full refund. No refunds will be issued to any student who withdraws later than 7 days prior to the start. If a refund is granted, CVSM will retain 10% of the total being refunded to covering costs of the initial registration and processing fees.