



## TUITION, ATTENDANCE and STUDENT SAFETY POLICIES

### Private Lesson Attendance - School Year

Private Lesson enrollment defaults to the full 32 weeks of the CMS school year, or the remaining weeks at enrollment date. Enrolled students will take weekly lessons. Students are allowed four (4) excused absences per school year, to be made up at the availability of their instructor during the two (2) make-up weeks scheduled at the end of both Fall (December) and Spring (May) semesters. Any of the four (4) allowed absences not made up at the end of the school year will be credited to the student's account. Excused absences require giving 24 hour notice to both the instructor and office. Unexcused absences will not be made up and will still result in a charge to the student.

### Private Lesson Attendance - Summer

Students may enroll in Summer Private Lessons for the full eight (8) week session. It will be the responsibility of the student to notify their instructor and the office of any known absences at the beginning of the session. Students will be allowed one (1) excused absence during the summer session to be made up at the availability of their instructor during the make-up week at the end of the summer session. If a make-up cannot be scheduled, the student may receive a credit for one (1) excused absence.

### Group Class Attendance

If a student will miss a class session, they need to notify their instructor. Missing a class session will not result in a credit or make up.

### Enrollment/Discontinuing Private Lessons

Students may begin Private Lessons at any time during the school year or summer and their tuition will be prorated accordingly. If a student decides to discontinue Private Lessons, we ask that they provide their instructor at least two (2) week's notice prior to discontinuation. A \$25 drop fee will be charged for all discontinuations.

### Enrollment/Discontinuing Group Classes

Students may enroll in a Group Class at any time during the school year or summer at the discretion of the instructor. Students may receive a second semester prorate for enrollment in a class after the first semester of instruction has passed. CMS does not offer class prorating by the week. A \$25 drop fee will be charged for all discontinuations. CMS will refund half of any prepaid tuition prior to 50% of the scheduled class sessions. CMS does not offer refunds after 50% of the scheduled class sessions have passed.

### Tuition Payments

Students must have a clear balance at the beginning of the school year or summer in order to enroll in lessons or classes. Tuition can be paid in full, by semester, or in monthly installments. Monthly payment plans are due on the 1st of every month. Tuition payments can be made by cash, card or check. Checks should be made payable to Jackson Symphony Orchestra and include the student's name and name of class/lesson in the memo. Payments may be made in-person and by phone through the box office, or online through the MY ACCOUNT tab on the CMS website.

### Monthly Tuition Statements

Monthly Tuition Statements will be sent to all families with an outstanding balance. These statements will be sent to the email address on file for the Primary Account holder.

### Student Safety

Student safety is a top priority at the JSO Community Music School. In our continuing efforts to keep CMS a safe and nurturing learning environment, all CMS staff undergo yearly background checks. Though the JSO is a multi-use building, all visitors must be buzzed in by the front office upon arrival.

### Inclement Weather

In the event that CMS or Jackson Public Schools cancels or dismisses classes early due to inclement weather, canceled Private Lessons will either be made-up or credited to the student's account at the end of the school year. Notice of a music school closure will be posted on the CMS website and emailed to all families.