



Policies & Procedures

Registration (this process is for new students only)

- The school year is divided into three semesters: Fall, Spring and Summer. Specific dates vary and are posted on the school website at www.yorktownmusicschool.com and at the school.
- The nature of individual lessons allows students to enroll **at any time**. It is highly recommended that current students register as early as possible in order to achieve a consistent time slot for lessons. New students may enroll anytime during the year and tuition will be pro-rated.
- A non-refundable fee of **\$25** is due at registration. Each additional family member will be charged a reduced registration fee of **\$15**. In order to be enrolled a completed and signed registration form and payment must be received by the Northern Westchester Music School (NWMS) prior to the first lesson.

Tuition

- Tuition should be paid in full prior to commencing lessons or immediately upon the receipt of the invoice. Methods of payment are: Cash, Check, Money Order, Visa or Master Card (as a limited option).
- There are **no refunds** given for missed lessons. (See *Make-ups and Cancellations* below)
- If a student chooses to discontinue their schedule of lessons, the NWMS (office and/or teacher) must be notified.
- Returned checks will be subject to a **\$15 fee**.

Discounts and Credits

- There is a **\$2.00 discount** given to every additional family member. Discount is based on the full schedule.
- There is a **\$2.00 discount** for every additional lesson taken by the student. Discount is based on the full schedule.

Make-ups and Cancellations

- Students are required to attend all scheduled lessons.
- Lessons must be cancelled at least **24 hours** in advance to qualify for a make-up. Late cancellations (family emergencies, illness, etc.) will be considered on a case by case basis.
- Students are allowed **TWO** make-ups per semester.
- **Students are financially responsible for all lessons, including those not attended, if not properly cancelled (no shows or late cancellations).**
- Students who miss two consecutive lessons without prior notification will be automatically withdrawn from the school and **NO** refund will be given.

- Any lesson cancelled by either the teacher of the NWMS will be made up at the earliest opportunity.

Student Responsibilities

- Studying music is a rewarding experience. It offers opportunities to develop self-expression, heighten self-esteem and contribute to creative problem solving. In order to progress, students must demonstrate discipline and a positive attitude. The following will help in these areas:
 - ♪ Attend Lessons promptly and regularly.
 - ♪ **Practice** each day in an appropriate environment.
 - ♪ Maintain good condition of your instrument.
 - ♪ Always bring your instrument and music to lesson.
 - ♪ Discuss your goals with your teacher.
 - ♪ Attend live performances whenever possible.

Workshops and Performances

- Workshops and group classes are offered on an on-going basis. Details are announced and posted in the waiting areas as well as on the school's website at: www.yorktownmusicschool.com.
- NWMS offers two student recitals per year in order to provide opportunities for public performance as well as learning/teaching proper concert etiquette.

Practice Being a Respected Patron of the Arts

- Always remember to arrive on time for public performances and proceed immediately to your seat.
- Remember to turn off all cell phones and pagers before entering the concert venue.
- Applaud the performer at the end of the piece (**NEVER between movements**).
- Plan to remain seated for the entire concert/recital.

Practice Being a Good Performer

- Dress neatly for every performance
- Maintain your focus when performing. Always be prepared to do your best, have a positive attitude and complete your piece without interruption.
- Make eye contact with the audience when you bow to thank them for being there.
- Always acknowledge your accompanist before you leave the stage.