

GENERAL RULES AND PROCEDURES

CAMI operates best if non-students refrain from attending lessons within the same room with the teachers and students.

We ask that all parties agree to remain courteous at all times and direct concerns or complaints to the director and not to teachers, other students, other parents or any other concerned personnel.

We ask that parents and students prioritize remembering all materials for lessons. Each instructor will determine what books & other materials are needed for the student. CAMI reserves the right to reassign a private music lesson student to a different instructor if necessary.

REGISTRATION AND PAYMENT

Payments are due by the last lesson scheduled of the previous month. For example, September's payment will be due the last lesson of August. The month's payment must be paid in full before lessons begin. Missed lessons due to delinquent payment will not be made up. Payments are submitted directly to the instructors. Please contact the instructor for details.

When enrolling more than one student, please complete a separate contract for each.

ATTENDANCE AND TARDIES

Parents & students agree to notify the student's instructor as soon as possible if he/she will be absent from a lesson. The Academy Office is not responsible for communicating a student's school absence to the instructor.

Contact the instructor directly for all scheduling changes.

If a lesson is cancelled no less than 24-hour notice the instructor will arrange a time for a make-up lesson when possible. However, if the instructor is not informed of the absence in advance, make-up lessons will be scheduled at his/her discretion. Lessons will be made up during the last 2 weeks of the semester.

If Calvary Academy is closed for any reason (holidays, snow days, etc.) there will not be lessons offered on that day. Lessons cancelled due to snow days will be made up. Your instructor will contact you to arrange a time.

Lessons will be considered as a missed lesson if the student is tardy more than 10 minutes and may be rescheduled at

the instructor's discretion. Lessons missed due to a student forgetting to attend will not be made up and payment will not be reimbursed.

Your student is strongly encouraged to participate in both recitals hosted in the fall and spring of each year. There will be a recital fee which will be communicated to you by the Director and/or your student's instructor. Attendance at recitals (2) is strongly encouraged. The dates for both are selected in September and are distributed by the instructors. We ask that you prioritize these events and invite loved ones in advance. Should an emergency arise that presents a conflict, the instructor and CAMI Director will determine the best solution.

LENGTH OF CONTRACT & TERMINATION

After registration, students/guardians will be contacted by their instructor to schedule a day and time for the lesson. Lessons will be scheduled for the academic year in each of the areas for which the student has registered.

This contract is for the period of September-December for fall semester and/or January - May for spring semester. Once signed, the contract should not be terminated except in extreme circumstances. Please contact the CAMI Director should such a circumstance arise.

The Calvary Academy Music Institute reserves the right to terminate a student's participation for reasons including, but not limited to, poor behavior, theft or vandalism, use of inappropriate language, defiance or disrespect, fighting or any other behavior or action deemed by the CAMI Director to justify removal. Repeated missed payments will result in contract termination.