

# SOLON CENTER FOR THE ARTS POLICIES AND PROCEDURES FOR MUSIC LESSONS

## Summer 2021

**MUSIC LESSON PERIODS** *Summer Session:* Monday, June 7, 2021 – Friday, August 6, 2021

**REGISTRATION PROCEDURES AND TUITION PAYMENTS** Students register online or at the SCA front desk and pay for the summer session in its entirety. A predetermined payment plan may be established given that the student has a credit card saved to their MaxGalaxy account – Please contact the Music Department Lead for further information. No lessons will be received without payment.

**TRIAL LESSONS** Prospective students may elect to register and pay for one (1) trial lesson with an instructor before deciding to register for the session. Following a trial lesson, the time slot will be held for two (2) business days, during which the student may make a payment and register for the remainder of the session; after the two business days, the lesson time will be released for other registrants. If necessary, scheduled trial lessons can be cancelled by calling SCA at (440) 337-1400. In order to reschedule a trial lesson or receive a refund, notification must be received by SCA at least 24-hours in advance of the scheduled lesson. Trial lessons may only be rescheduled once; any additional trial lesson appointments with the same instructor will be charged at further cost and will not be eligible for rescheduling in the event of a conflict. Absences or cancellations with less than 24-hours' notice will neither be refunded nor rescheduled without additional payment.

**ABSENCES AND MAKE-UP LESSONS** To be eligible for a make-up lesson, students must notify the SCA Front Desk at least 24-hours prior to an absence. Students will be guaranteed one (1) make-up lesson for the Summer Session, provided that proper notice is given. If possible, make-up lessons will be scheduled during the period at the earliest convenience of the instructor and student; otherwise, they will be held at the student's normal lesson time during the designated make-up week at the end of the session. Additional make-ups and/or make-ups for absences with less than 24-hours' notice are not guaranteed and given only at the discretion of the instructor. Instructor absences and SCA closings due to weather or other emergencies are guaranteed to be made-up in addition to make-ups allowed for student absences. Missed make-up lessons will not be rescheduled or credited.

**WITHDRAWAL AND REFUND POLICY** If a student wishes to withdraw from lessons, a refund will be given in the amount of 50% of the tuition paid for lessons not received, minus a \$3.00 processing fee. Withdrawal from lessons must occur prior to the final four (4) regularly scheduled lessons of a semester or a refund will be forfeited. Make-up lessons owed for student absences will not be refunded.

**MUSIC LESSON LOCATIONS** Occasionally, teachers and students are asked to relocate to different music rooms as necessary to facilitate other activities at the Center. In the event of a room change, please refer to the front desk personnel.

I have received and read the Music Lesson Policies and Procedures and understand the information provided therein:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUMMER 2021

June '21							July '21							August '21						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

**NO LESSONS:**

**MAKE-UP WEEK:**

Aug 9-13