

WEST HIGHLAND ACADEMY OF MUSIC

STUDENT AGREEMENT (2018-2019)



West Highland Academy of Music offers music instruction in disciplines such as Vocal, Instrumental, Theory, in a Christian setting and with qualified Christian teachers who are committed to serving in this capacity for the spiritual and academic advancement of their students. Teacher and student actions and words will show honour to each other and to God.

Cost of Tuition

Students will be charged \$20.00 per half-hour lesson. Hour-long lessons will be charged at double these rates. Families registering more than two children will pay \$18 per lesson for the third child.

REGULAR RATE (\$20 per 30 minute lesson)

Payments per term:

a) Monthly	\$80.00	
b) Term I	12 weeks	\$240.00 for the Fall Term
Term II	20 weeks	\$400.00 for the Winter Term

Additional fees apply for sheet music or theory or repertoire books as needed.

Monthly payments will be **paid by the beginning of each month**, and no lessons will be taught until the payment is received and processed by the Academy Administrator. If opting to pay by the term, payments will be processed at the beginning of each term before lessons will be taught

Methods of Payment

- Post-dated cheques (made out to West Highland Baptist Church, with a notation designating Academy of Music) **Note:** A fee of \$25.00 will be applied to NSF cheques
- Pre-authorized Visa/Master Card (**This is the preferred method of payment**)
Please note withdrawal refund policies on page 3

Payments can be made:

- 1) Through the West Highland Church Office by mail to: 1605 Garth St., Hamilton, ON L9B 1X8, or
- 2) Pre-authorized VISA/MASTERCARD by completing a hard copy of the pre-authorized form found on-line at westhighland.org/academyofmusic **Note: Please include the signed Registration Form and Student Agreement Form with the payment or pre-authorization form.**

Past Due Accounts

No lessons will be taught until past due accounts have been brought up to date, and the student will not be able to attend the lessons or register for future programs.

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Registration

- Registration for lessons for the Fall term will be accepted until **September 7, 2018** and lessons will begin the week of September 10 (12 lessons).
- Acceptance for the Winter/Spring term will be **before January 5, 2019** for the Winter/Spring term, starting January 7, 2019 (20 lessons). (Payment will be by full term or monthly pre-authorized monthly payment).
- There will be no lessons scheduled the week of March break (March 11-15, 2019).

The approval of the Academy Administrator and instructor must be obtained before registration for a partial term is accepted. Lessons will be started when Registration is complete. All lessons will take place at West Highland Baptist Church. **Note:** All music lessons are offered subject to teacher availability. *For further information, contact Lynda Garner (Academy Administrator) at lgarner@westhighland.org.*

Please Note: for the security and safety of all involved, parents are encouraged to remain in the church facility during lessons.

Late Registration

Since acceptance into a program is on a first-come-first-served basis, late registration will require the approval of the Academy administrator in consultation with the teacher involved.

Missed lessons

It is expected that all students will be committed to regular attendance, and the following are the only exceptions to that:

- cancelled lessons by the teacher (to be made up by the teacher)
- cancellation for prolonged illness (doctor's certificate required)
- cancelled lessons falling on statutory holidays (to be re-scheduled)
- lessons cancelled due to unexpected circumstances and with a valid reason with reasonable notification to the office or the teacher (**please be sure to obtain the teacher phone number for notification**)

If missed lessons for the above reasons are not made up during the year, they will be done the last two weeks of the Academic year, with the approval of the instructor. Note: only **two** excused absences Term 1 and **three** Term 2 will be made up except in exceptional circumstances. No refund will be given for lessons not made up after this number is exceeded.

Absences with no notification will be only made up at the teacher's discretion, and will not be refunded. After two lessons with no notification, there will be the option of withdrawing, with written notice, from the course.

Note: Please contact the teacher directly to cancel a lesson, since there will not always be someone in the church office.

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Course Withdrawal and Refund

Discontinuing lesson attendance will not constitute withdrawal from the program. Written notice of withdrawal from West Highland Academy of Music must be submitted to the school through the West Highland Church Office in order to apply for a refund of tuition.

- 1) The date the letter is received will be the date of official notice of withdrawal from the program.
- 2) If pre-paid, refunds for remaining lessons will be issued within two weeks of the notice.
- 3) **If paying by pre-authorized credit card monthly or by the term, written notice of withdrawal from the course must be received before the 25th of the month in order to suspend payment for the following month.**

Conservatory Options

Students will have the option of preparing for Conservatory exams, with the approval of the teacher. Each student will be responsible for the exam application and payment. For vocal exams, the student will be responsible for supplying an accompanist.

Instrumental Programs

Students will supply their own instruments, and be responsible for their maintenance and repair. It is expected that piano students will have a keyboard at home on which to practice.

Recitals

Students will be expected to take part in the recital scheduled at the end of each term. Fall term: November or December ; Winter/Spring term: first week of June

In addition, because it is important to apply the learning that has taken place, it is expected that students will find an outlet to pursue this application on a regular basis. They will be encouraged to play in the orchestra or sing in the choir in their church or community, as well as perform with any worship teams that are available.

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(Please detach and include with your Student Application Form)

I have read and understood the above policies and agree to follow them while enrolled in the West Highland Academy of Music program.

Submission of this Agreement will also serve as permission given for my child's photographs to be taken and used by West Highland.

Completion of this section will indicate that you have read and agree to the Student Agreement.

_____ (Please print name)

Name or Signature of student / parent of under-18 year old children

Date