

First Coast Community Music School

Student Attendance Policy

1. Regular attendance at all lessons, classes and rehearsals is expected.
2. FCCMS classes and ensembles are paid for as a whole, and no refunds are given for student absences.
3. For individual lessons:
 - a. Since an individual instructor has a reserved a weekly time for each student, any lesson missed due to student absence will not be made up, and there will be no refund or credit of tuition.
 - b. Exceptions to this policy are made only for student absence due to required school functions. Arrangements must be made at least one week in advance with the teacher and the administrative staff.
4. In the event the instructor cancels a lesson or class, a make-up lesson will be offered at a mutually convenient time. If the lesson cannot be made up, then the student will not be charged.

Tuition and Payment Policy

1. An annual registration fee of \$30.00 is due every September. This fee covers a number of expenses that will benefit students within the school such as: payment of the school appcompanionist, symphony orchestra master classes, performance opportunities and various administrative costs.
2. Private lessons are at the heart of each individual's music training. We offer private lessons for all orchestral and band instruments, piano, guitar and voice.
3. FCCMS offers two types of payment options. A student can pay by the month or take advantage of a slightly reduced rate in the form of a lesson package. Monthly payments are due the first of the each month, and a late fee of \$25.00 will be charged if payment is received after the 10th of each month.
4. In the event the student accumulates four unpaid lessons, all future lessons will be suspended until unpaid balance and the future months payment is received.
- 5.

Lesson Costs:

15 week lesson package	Per lesson tuition
30 mins- \$400.00	30 mins- \$27.50
45 mins- \$600.00	45 mins- \$41.25
60 mins- \$800.00	60 mins- \$55.00
75mins- \$1000.00	75 mins- \$68.75

6. Dream Grant recipients are expected to keep their accounts up to date in order to continue with their grants.
7. Tuition for classes and ensembles is due in full before the first class. If the class does not make, the full tuition will be refunded. There will be no refund for any classes missed by the student. The teacher will arrange for a substitute if the teacher is going to miss the class.

**Limited financial assistance is available to qualified applicants for private lessons only.
Please call, or visit us on the web at www.fccmusicschool.org for more information.

Parent/Guardian Student Signature _____ **Date** _____
FCCMS Administrative Signature _____ **Date** _____