



APPLIED MUSIC INSTRUCTION POLICIES AND PROCEDURES – 2011-2012

1. The **APPLIED MUSIC INSTRUCTION** program will be held at Roxbury High School.
2. Lessons will not be held on days when there is an early dismissal from school for a weather emergency or when there is no school. Parents/guardians are not responsible for paying tuition for days on which schools are closed or the instructor cancels class.
3. All students should come to their **APPLIED MUSIC LESSONS** with their instruments, sheet music, and other materials identified by the instructor. It is the student’s responsibility to report to the appropriate location for his/her lesson.
4. **ATTENDANCE POLICY.** It is the parents’/guardians’ responsibility to notify the student’s instructor at least **24** hours prior to an absence. If notification is made **24** hours prior to a student’s lesson, there will be no charge for the lesson (this is considered a **CANCELLATION**); however, if less than **24** hours of notification is given, the regular rate for the lesson will be charged (this is considered an **ABSENCE**). Continuous absence without notification is cause for dismissal from the program. If your child becomes ill during the school day and is sent home by the nurse, **YOU MUST STILL** call the instructor to cancel.
5. Cost of lessons within the **APPLIED MUSIC INSTRUCTION** program will vary dependent upon instructor. When registering for lessons, you can request a preferred instructor; however, preferred instructors are not guaranteed.
6. At the time of enrollment, each student will pay a \$20.00 non-refundable processing fee.
7. **APPLIED MUSIC INSTRUCTION** coupons will require students and families to record dates of lessons, absences, and cancellations. Payments for lessons taken will be due on the seventh of the following consecutive month. Failure to make payment by the seventh will result in a \$10.00 late fee being assessed to the account. Frequent delinquent payments will be cause to have lessons suspended.
8. Payment coupons, which have been customized for the student, will be emailed to you; please attach the coupon when submitting your tuition. Please make note of the due date on each monthly coupon. Tuition should be mailed to: Roxbury Community School, 1 Bryant Drive, Succasunna, NJ 07876. Payment can also be dropped off in Room A104.
9. Students who withdraw from their lessons and wish to enroll again at a later time will be placed on a waiting list for available openings. Please speak with the music instructor directly to withdraw.
10. Since the **APPLIED MUSIC LESSONS** are a means for students to enhance their musical talents, we expect that students will behave in an appropriate classroom manner. The instructor will deal with behavioral issues. Students consistently displaying disruptive behavior will be dismissed from the program.

I have read, understand, and will comply with the procedures and policies outlined above. Please sign and return a copy of the Rules and Regulations. Retain one for your records.



NAME OF STUDENT _____

SIGNATURE OF STUDENT _____

NAME OF PARENT/GUARDIAN _____

SIGNATURE OF PARENT/GUARDIAN _____

DATE _____

