



SCHOOL POLICIES 2023-2024

REGISTRATION & PAYMENTS: Full payment must be received at time of registration. Lessons cannot start unless registration is complete. Lessons are charged on a “per month” basis and follow the exact number of lessons assigned for each month. Scheduled Statutory holidays and school breaks are not included in the monthly fees. **Refunds are not given for lesson cancellations of any kind**

REGISTRATION FEES: A registration fee is payable once per academic year per child/course. The academic year is September 1 to August 31. This fee is **non-refundable once the student has begun lessons**. **\$50 Cancellation Fee will be withheld for students who register but do not begin lessons**. Concert fees are a small additional charge for those who are attending. Book fees are NOT included in tuition.

METHODS OF PAYMENT: Visa/MC, Post-dated Cheques **OCTOBER-JUNE**, submitted at once. E-Transfers are used for book purchases only. Credit card payments will be taken out 2- 4 days PRIOR to the beginning of each month FOR that coming month. **NSF cheques will be charged a \$40 fee. Lessons may be paused if payments are 30 days late.**

REGISTRATION FEE: **\$40 per student/\$80 per family of 3 or more** (Non-Refundable)
(September's fee and registration fee must be paid at time of enrollment)

MISSED/CANCELLED CLASSES: **Minimum 24 hour- notice must be given to be eligible for a makeup class consideration.** Students who choose to miss music lessons for something other than sickness or family emergency will **not** be guaranteed a rescheduled lesson. Last minute cancellations or “forgotten” lessons will **not** be eligible for consideration. **Missed lessons that are not made up within 90 days of the cancellation will NOT be carried forward to the next term for consideration.** Teachers will only allow for **3** total makeup lessons during the year (1 per semester) based on emergency or illness. **Zoom make-up classes will be an option based on teacher availability. Students who forget to attend their zoom makeup will not be offered any further days/times to reschedule.**

TRANSFER FEE: A \$30 transfer fee per child is charged for those who want to switch their lesson day and times, whether same teacher or new teacher. This fee applies to EACH time/day change.

EXAMINATIONS: Teachers are available to prepare students for piano/theory grade level exams in the *Royal Conservatory of Music* program. Exams are optional though highly encouraged. Working on any exam level requires daily practice, motivation and consistency. Examinations are a specific cost paid to the Royal Conservatory of Music and are entirely paid for and booked by the parent. They can be taken in-person and on zoom throughout the year.

MUSIC BOOKS: Materials are not included in the tuition fee and must be prepaid by the parent ahead of time. Books will then be given to the student in their lesson or available for pickup at Skyline Music.

REFERRAL FEE: Skyline Music always appreciates a great review and a friendly recommendation. There is a **\$50** referral fee for EACH family of students (or per individual student) that will be credited to the active account once the student has registered for their first month of lessons.

TERMINATION OF LESSONS: Mandatory **written notice for 4 consecutive lessons** is required to withdraw from lessons. Tuition is payable for the duration of the 4-lesson period whether the lessons are attended or not.

LATE ARRIVALS: Please note that in all fairness to the teacher's schedule, students arriving late for their lessons will not be guaranteed their full class time. Classes are booked closely with little room for delay. Extra time will not be added to future lessons.

UNATTENDED MINORS: Skyline Music does not assume any responsibility for the well-being and safety of minors who are left unattended on school premises, in common areas and the parking areas at 2903 Kingsview Blvd SE, Airdrie.

PERSONAL PROPERTY: Skyline Music does not assume any responsibility for personal property (including, but not limited to clothing, cameras, cell phones, laptops, tablets, purses, books, wallets, vehicles, etc), lost, damaged or left unattended on school premises in common areas and the parking lot areas of 2903 Kingsview Blvd SE, Airdrie.

PHOTOGRAPH & AUDIO/VIDEO RELEASE: I hereby grant Skyline Music Studio Ltd. ("Skyline Music") permission to use my name, and to use, reproduce, edit, exhibit, project, display, and publish my image, likeness and sound of my voice, as captured by Skyline Music on photographic and/or audio and/or video equipment, without any payment or other consideration. With respect to privacy, only first names of students will be used, and families will be asked for verbal/written permission prior.

SICKNESS/SANITIZATION: Students are asked to stay home if displaying ANY signs of sickness, or if having been sick within the past 7 days. Zoom classes are a great substitute in this situation. Sending a sick child to a lesson will result in an immediate cancellation of their class upon arrival. Students will be asked to sanitize their hands upon entering and exiting the building. Instruments will be wiped before and after each student to ensure further safety and sanitization.

ZOOM EXPECTATIONS: Each student's lesson is booked with the expectation that they will have the SAME link used each week (please bookmark their links on all their devices), and that they will be responsible for logging in to their class.

RECITALS/FESTIVALS: Performance opportunities will be available throughout the year and advertised with advance notice. These are wonderful confidence building goals to prepare for. Recitals typically run in December and June. The Airdrie Rotary Festival runs in March. Teachers will provide further information ahead of time for those who are interested. These events are available for a small fee to enter.