

"giving wings to the music inside you"
Bergthorson Academy of Musical Arts



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♪ **School Policies, 2011 – 2012 for Maple Ridge & Pitt Meadows**

Thank you for choosing *Bergthorson Academy of Musical Arts* for your musical education. At the time of registration prepayment for your first month is required. Payment can be made by post-dated cheques or cash. This will ensure that your teacher, day and time is held for you. **Post-dated cheques to June 2012 or term fees must be submitted before or at start-date.** Fees for advanced students or for one of our senior faculty may be higher than the advertised rate. You will be notified of any change, but if you are not sure, please ask us. ****Please add us to your e-mail safe list:*** Important information regarding scheduling, recitals, special events, etc are sent by e-mail and will be posted on the web-site, facebook.com/bergthorsonacademy and blog bergthorsonacademy.wordpress.com/

Returned Cheques A \$25.00 handling fee will be assessed for all **NSF cheques.** Fees for group lessons of fixed time frames (e.g. group violin, etc.) are payable in full upon registration.

Missed Lessons Policy ***There are no refunds or credits for student absences.***

NO makeup lessons will be granted except due to severe illness and family emergency with at least **24 hours** notice given to cancel the lesson. **NO EXCEPTIONS.** ***In all situations, all lessons must be paid for whether taken or missed.*** Make up lessons are granted only at the discretion of the administration and subject to availability of the instructor. The Academy is under no obligation to provide refunds or to make up lessons unless the lesson is cancelled by the teacher. Your student registration is a contractual agreement between student and teacher to reserve a specific day and time each week as indicated on the registration form. Should a teacher miss a class, every effort will be made to make up the class. If this is not possible, your tuition for the class that the teacher is absent from will be refunded at the end of each semester.

Rescheduling: ***Permanently changing your lesson day subject to \$15.00 administrative fee. No fee for time or day change(s) by instructor.***

Statutory Holidays

Unless notified by your instructor, classes and ****lessons will be held on ALL holidays and special days including Halloween*** excepting the Christmas break (Dec. 24th – Jan 2, 2012, July 1 and Labour Day weekend).

Punctuality

Students are expected to begin their lessons at the appointed time. Lessons often cannot be extended past the scheduled lesson time if a student is late. **Please address all concerns to the administration or executive director.**

Termination of Lessons: Two Weeks' Notice Required

You must submit a signed letter to the Registration Desk stating your intentions. Verbally contacting only the teacher with your intention to terminate is **not** considered official termination notification. This letter must be returned to the office 2 weeks prior to termination. Students may continue their classes up to and including the final date of termination. For some classes that are based on group participation and a fixed time-frame, semester refunds may not be available: classes are based on a minimum number of students. Teachers reserve the right to terminate lessons due to inappropriate behaviour by students.

- I understand I must give 2 weeks notice to Judith before terminating lessons.
- I understand we do not miss lessons; there are lessons on all school breaks and government holidays.
- I understand that there are **NO** make-up lessons except for severe illness, with 24 hours notice, or family emergency and at the discretion of the instructor.
- I understand there is a \$15.00 fee for changing permanently my lesson time and/or day.

SEE OVER

