



## Foundation Music School Private Lesson Attendance & Cancellation Policy

*Private lessons are a semester long commitment.  
Spring 2023 is a 17 week commitment.*

*When you commit to private lessons, your child's success depends on your commitment to attend. Please plan carefully to avoid cancellations. If you must withdraw from private lessons, please refer to the following guidelines:*

### **Private Instrument Lessons**

For new students, FMS offers one free preview before a commitment is made to private lessons. Once you confirm your lesson day and time with your teacher or an FMS admin, and have completed your online registration, the commitment has been made to pay for Spring lessons in full (or pro-rated if lessons begin after our spring session has begun) and to continue with your teacher until written cancellation is provided. **Private lessons are continuous, flowing from one semester/session into the next, unless you provide written cancellation to your teacher/FMS. Written notice must be provided by April 21 if you choose to not continue into Summer 2023 lessons, and by July 21 if you choose to not continue into Fall 2023 lessons.**

FMS does not provide private lessons on a week-to-week basis.  
We encourage students to complete the entire semester of lessons.

**For the spring semester, your options for payment are 1 payment in full by 10pm January 16, in order to take advantage of our 10% discount, or four equal payments, the first of which is due at registration. The other three payments are due on January 23, February 23 and March 23.** If a situation arises where a student is unable to attend for the entire semester, tuition is still due for the month in which the cancellation occurs. In addition, a cancellation fee equal to one month tuition may apply and a pro-rated account credit will be given if payment was received in advance. Unfortunately material fees are not refundable.

### **Attendance Policy**

If an FMS teacher cancels a lesson, they will always provide a makeup lesson.

If a student/student's family cancels a lesson due to illness or family emergency, the FMS teacher will offer one makeup lesson per semester to be given during the teacher's designated makeup day & time. Lessons canceled due to family vacations, school events, personal conflicts, and other similar scheduling issues cannot be made up.

We completely understand that sickness can come on suddenly. If this happens, we request you contact your teacher as soon as possible, preferably before 12noon the day of the lesson.

*A note to scholarship families: Scholarship families are responsible for payment of missed lessons. Please remember that attendance issues may result in the loss of your scholarship and lessons ending. Spring 2023 lesson costs are \$31 for a 30 minute lesson and \$46.50 for a 45 minute lesson.*