

# Holy Name Conservatory of Music

## Lesson Policies

- The 2021-2022 registration form applies to the full school year. Lesson days and times will remain intact for the full year unless the student, parent or teacher requests a change. This year, students should be able to attend 35 weeks lessons and 1 grand recital (another Christmas recital with Voice students).
- All students should be able to attend 35 lessons this school year, beginning the week of Monday, September 6, 2021. This number is determined by counting the weeks in the school year and omitting school holidays and field trips. In case of holidays, lessons will be rescheduled if necessary.
- If the student or teacher is ill, a lesson will be rescheduled.
- Unexcused absences (no show/unprepared with sheet music) will not be made up and the missed session will count for one lesson. Last minute cancellations (less than 48 hours) are considered as no show.
- Each student receives one excused absence per year due to a reason other than illness of the student or absence of the teacher (including but not limited to family trips, vacations, athletic or other events). In this case, it is the student and parents' responsibility to inform the teacher at least 7 days in advance for the absence to be excused and the lesson rescheduled.
- Students may swap lesson times in a given week when conflicts are anticipated and unavoidable.
- The Music Conservatory Faculty and Staff will make an effort to stay informed of special Holy Name School schedule days due to early dismissal, field trips, assemblies or other school activities. However, parents must notify the music teacher in advance if a field trip or special school schedule will interfere with the student's ability to attend a regular lesson time.

## Selecting Lesson Length

We recommend that beginning students should take 30-minute lessons in nearly all cases. Teachers may require a certain lesson length based upon a student's grade, playing level or for those in the intermediate and advanced levels.

## Lesson Payment and Scheduling

Payments will be made twice a year. The fall payment is due with the registration form no later than September 3, 2021. The spring payment is due in December before the holidays. As the experience of lessons is cumulative, it is our aim to make the private-lesson experience as regular as possible given the constraints of the school calendar and schedule. **Please contact teacher(s) directly for scheduling.** Early responses will receive priority for scheduling.

\*\*We will accept new registration all year long depending on teachers' availability. Should you be interested to enroll, please don't be hesitant to contact us. If lessons start mid semester, the tuition will be prorated.

## Registration Commitment and Refund Policy

Submitting the 2021-2022 Registration Form indicates a commitment to lessons for the full 2021-2022 school year.

- Should a student decide not to take lessons before September 3, 2021, the entire Fall Lesson Fee is refundable before the first lesson.
- For returning Conservatory students, the remainder of the Fall Lesson Tuition is refundable with notification before October 15, 2021. The remainder of the Spring Lesson Fee is refundable with notification before January 31, 2022.
- In order to qualify for a refund after lessons have begun, the parent must notify the teacher and complete a Lesson Termination Form before October 15, 2021 in the fall and before January 31, 2021 in the spring. A refund will be given for the remainder of the payment, less two lessons. Once the parent notifies the teacher that the student will be dropping lessons, the parent will be accountable for two more lessons, regardless of whether the student attends those lessons.
- Refunds will not be given if the teacher is notified after October 15, 2021 in the fall semester and after January 31, 2021 in the spring semester.
- Once again, if a student decides to terminate lessons, two week notice must be given to the teacher and the parent must complete the Lesson Termination Form.

## **Lesson Preparation and Sheet Music**

- Students are expected to arrive on time for lessons with all necessary materials. The teacher may order sheet music and lesson books for the student and the parent will be billed accordingly, or the teacher may give a list of books for the parents to purchase.
- All students need to own or rent an instrument before lessons begin.
- Students are expected to complete all assignments and fulfill the expectations for practice outlined by their private teacher. Consistent failure to fulfill these obligations may result in the dismissal of a student from the music conservatory.

Please contact Xiyan Wang at [xiyanwang@holynamesf.org/xiyanwangpiano@gmail.com](mailto:xiyanwang@holynamesf.org/xiyanwangpiano@gmail.com)

Or call (415)623-8432 if you had any questions or concerns.