

Student Policies and Procedures – The Fine Arts Academy of Belmont, Inc. 2015-2016

- Goals and Philosophy:** It is the desire of the Fine Arts Academy of Belmont, Inc., to provide the best in fine arts instruction. We are dedicated to creating an atmosphere where students can learn, explore, create, grow spiritually, and use their talents to glorify our Creator.
- Registration and Lesson Fees:** The \$60 per student Annual Registration Fee is due at the beginning of each Fall semester. The registration fee is prorated to \$35 for students joining the Academy **after** Christmas. **Registration Fees must be paid before the first lesson taught.**
- Lesson fees are **due prior to the first lesson of each month.** If payment is not made by the first lesson of the month, the student is not permitted to continue lessons until the balance is paid, and is in jeopardy of losing his/her time slot. Students must speak to the Director, **in advance**, to make payment arrangements if the balance due is not received by the first lesson of the month.
- Prior to the beginning of each semester, students will receive an invoice by email for each class he/she is taking and will receive an updated invoice each month for the next month's tuition throughout the semester. The email invoice will serve as a receipt.
- Fall and Spring workshop registration is \$5 for 1-day workshops, and \$20 for workshops lasting more than 1 day. Summer registration is free.
- Payments may be made by cash or check. Checks are to be made payable to the Fine Arts Academy of Belmont (or FAA). The "returned check" fee is \$35.00
- Payments are not to be given to teachers.** Place payments in black metal box in hallway. Complete a "payment information slip" and attach them to payment with paper clip provided.
- Registration fees and lesson fees are non-refundable and non-transferable.**
- FAA Instructors will begin and end lessons promptly. Parents are asked to be respectful of the next student's lesson time and not infringe with lengthy discussions
- All lessons must take place at First Baptist Church. **Lessons may not take place at the home of the instructor, at the home of the student, or at any other location.**
- Students are responsible for the cost of music books, painting supplies, photography equipment, etc. needed for their classes.
- Cancellations and Absences:** Instructors will contact their students to let them know if classes are cancelled **by the instructor.** **If an instructor cancels a class**, the student must be offered a make-up class within the semester, or a credit may be given if a make-up lesson is not possible.
- Instructors are not required to make up or credit lessons missed by the student.** **By scheduling lessons, students are agreeing to purchase a particular unit of the instructor's time.** Students should make every effort to attend their lessons as scheduled. Many Academy instructors have other jobs and full schedules and are not able to offer make-up lessons.
- Instructors will provide a contact email address/phone number to the student.
- Instructors will strive to expose students to sacred music and will look for opportunities for the students to share their talents in church and in the community.
- Once a lesson day and time has been established for the student, the student has reserved that time slot for the semester. **If a schedule change is needed, the Director must be contacted to give approval.**
- Classes are not permitted after the end of any semester or when the Academy is closed for breaks.
- To ensure the FAA has current contact information for each student, students are required to promptly make the Academy aware of any changes in their contact information.
- The FAA will not use a students' image for print advertising or online if the student/parent has indicated on the Registration Form that he/she denies permission for the image to be used.
- Students wishing to withdraw are required to give the FAA Director a two-week notice by email, indicating the last date of class. The student is responsible to pay for lessons through the last lesson.**
- A 20% tuition discount will be applied if one student is taking three or more classes within one semester. The discount will be applied to the class with the lowest tuition cost.
- Instructors may not offer students or parents exceptions to policies. **Exceptions to policies will be on a case-by-case basis and are at the discretion of the Director.**
- Excepting water in a clear bottle, students are not permitted to bring food and drinks to the Academy.
- Recitals:** Students are expected to participate in the recitals at the end of each semester. Music for the recitals must be chosen from these three categories **only:** Christian, Classical, Traditional.
- Proper recital etiquette is required. Students must walk to the stage, bow, introduce themselves, say the name and composer of their piece, perform their piece, bow, and gracefully exit the stage area.
- Students are to arrive 30 minutes prior to the start of the recital.
- Recital pieces should be memorized
- Duets, trios, and groups are acceptable and may include the instructor.
- There is a \$10 accompanist fee for vocal and instrument students in need of an accompanist for the recital. The fee is not required if the student's instructor is the accompanist. The fee includes one rehearsal and the performance.
- The Academy does **not** follow Gaston County teacher work days, holidays, etc. The Academy will keep a current calendar on the Academy website and will make parents/students aware of holidays and breaks through emails, invoices and the Academy website: www.fineartsacademyofbelmont.com
- Students under 18 years of age must be accompanied by an adult to meet insurance requirements.