



Student Handbook

Tuition and Registration Fees

The registration fee is paid to the ISWA office (Immanuel Baptist Church). Tuition payments and curriculum reimbursements are made directly to the instructor.

Tuition Payments: Tuition checks are made payable to the instructor and are due at the beginning of the first lesson of the month. Each tuition payment must cover all lessons for the entire month. Payments can be made by check or cash. No lessons will be given if payment is not received. For special classes and workshops the registration fee will vary.

Registration Fee: For families with multiple students, the first student enrolled must pay the full registration fee. A 50% discount will apply for each additional family member registered thereafter. All registration fees are made payable to Immanuel and help to cover the cost of facility usage, promotion, upkeep of IBC instruments, etc. Please provide all registrations fees with your registration completed form.

Fall Semester (Pro-rate on October 15)

Months: September-December

September - October 15: \$20 for first time students/ \$10 for returning

October 16 - December: \$10 for first time students/ \$5 for returning

Spring Semester Registration (Pro-rate on March 15)

Months: January-May

January - March 15: \$20 for new students/ \$10 for returning

March 16 - May: \$10 for new students/ \$5 for returning

Summer Semester (Pro rate on July 15)

Months: June-August

June - July 15: \$10/ returning students \$5)

July 16 - August: \$5/ No registration for returning

Parent/Student Withdrawals & Refunds

Parent/Student requests to withdraw from a class must be made in writing to the ISWA office. The date that ISWA receives written notification will be considered the official date of withdrawal. Written notification should be sent by mail or email and must contain the student's name, contact information, class, and reason for withdrawal from the program. ISWA staff members may ask a student to withdraw from the program due to behavioral problems, destruction of property or delinquency of tuition payments. If a student is asked to withdraw, refunds **may** be issued at the program director's discretion.

Refunds are issued as follows: A 15 day written notice is required if the parent/student wishes to terminate instruction via email or letter. The student will be financially responsible for lessons that occur within the 15 days from the notice given, and a refund will be given for the balance of the semester. If the student does choose to terminate instruction, the registration fee becomes non-refundable.

Class Cancellations and Refunds

Group classes must meet minimum enrollment or they will be cancelled. Register early! Don't take a chance that your class may be cancelled. If your class is cancelled, you will receive a full refund.

Absentee Policy

Only excused absences will be made up. Instructor must be notified at least 24 hours prior to a missed lesson for it to be excused except in the case of an emergency. Unexcused absences include homework, athletic events, school activities or other conflicts of convenience. Make-up lessons will be scheduled at the instructor's convenience.



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Practice and Instructional Materials

Students will be expected to spend time practicing between classes. Students should bring materials provided by the instructor to every class. Students will be asked to purchase music books and materials per teacher's instructions. If the instructor orders your materials for you, reimburse your instructor separate from tuition payments.

Student Attendance and Code of Conduct (Use of this form is determined by each instructor)

Please read and sign the Agreement Form. To help all students have the best possible experience, we ask that students be on time and stay for the entire class. Advance notice of student absences (at least 24 hours) should be made directly to the ISWA office staff members. To limit class disruptions, we ask students to refrain from the use of cell phones or other personal electronic devices during class. If students are a distraction prior to or following their lesson, the teacher has the right to ask the parent/guardian for help to correct the situation. Students are permitted to bring a water bottle to class. Students are not permitted to bring any other food items or beverages to class.

Communication & Updates

ISWA may occasionally communicate by sending home flyers with students or via phone calls or emails. Please get into the habit of asking your student if they have received any communication. ISWA will always appear in the subject line when you receive an email related to the program.

Photography

Students may be photographed or videotaped during classes or recitals for the purpose of creating promotional materials. Please advise the ISWA office staff if you do not wish your student to be included in photographs or video footage of any kind.

Instrument Requirements

Instruments are available through local music stores. Please see the instructor for recommendations before investing in an instrument.

ISWA Celebration

Opportunities to perform are provided at the end of the spring and fall semester. This provides the students a chance to share what they have learned with their family and friends. Details on performance dates and times will be announced during each semester.