

## **Rosewood Park School of Music Lesson School Policies**

### **School Cancellation of Courses Offered**

In the event that a course has insufficient registration, Rosewood Park School of Music reserves the right to cancel the applicable course. In this case, registrants will be issued a full refund.

### **Student Cancellation of Registration Prior to Start of Classes**

Students who cancel their registration before classes begin will only be refunded their materials fee. Course material fees are not refundable after classes begin.

### **Missed Lessons by Student**

If a student misses his/her lesson, the instructor will contact the parent/guardian and provide the homework assignment that was missed. If consecutive lessons are missed, extra help sessions may be scheduled at the instructor's discretion. A fee will be charged for the extra help sessions. There will be no refunds for any missed lessons by the student.

### **School Cancellation of a Lesson**

If the school cancels a lesson (e.g. due to instructor illness, inclement weather), we may try to reschedule the lesson for another date and time that works for everyone. If it is not possible to reschedule, students will be issued a tuition **credit**.

### **Discontinuation/Withdrawal from a Course**

Once classes begin, 4 weeks written notice is required to withdraw from a program. The 4-week period begins once the School office receives the written notice. If the notice is given on a lesson day, that week will not be included in the 4-week notice period. The tuition fee for the duration of the 4-week period will be charged whether lessons are taken or not. Informing the instructor of the intent to withdraw, or not attending classes, does not constitute withdrawal. If withdrawing from the school the student may not continue with their current teacher outside of Rosewood Park for one year prior to ended lessons.

### **Non-sufficient Funds (NSF) or Declined Payments**

A \$50.00 NSF fee is applied to a student account for each NSF cheque or declined payment. Upon our notification of a NSF cheque or declined payment, the student will not be eligible to attend class until the account is brought up to date.

### **Non-refundable Fees**

- Registration Fee

### **Personal Property**

Rosewood Park School of Music does not assume any responsibility for personal property (including, but not limited to clothing, cameras, cell phones, purses, wallets, vehicles, instruments, etc.) lost, damaged or left unattended on school premises

### **Supervision of Children**

It is the parent/guardian's responsibility to supervise, or arrange the same for, their child(ren) while on school premises. Children are not to be left unattended on the property. Rosewood Park School of Music accepts no responsibility for personal injury. Lessons will not be taught without parent attendance in the building.

### **Teacher Compensation**

Teachers of Rosewood Park School of Music will receive lessons at cost to the Music Studio (teacher and director fees applicable).

**Acknowledgement**

I, the undersigned, acknowledge that I have received a copy of Rosewood Park School of Music School Policies. I understand and agree to these policies.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date