



BMC Lesson Policies

Effective Jan. 1, 2024

Tuition:

- All tuition payments are due on the 3rd of each month. Invoices will be issued on the 28th of the proceeding month.
- Payments should be made to Bethany Church and may be paid in the following ways:
 - 1) On-Line Payment directly through our online software, My Music Staff. The default payment procedure will have families enroll in Auto-Billing. Families may opt out of Auto-Billing by sending a message to admin@bethanymusiccenter.com prior to their first lesson.
 - 2) Check in a BMC envelope with the student's name, teacher's name, and month handed directly to the teacher. *There is a \$50 fee for checks that are returned.*
- Beginning Jan. 1, 2024, there will be a \$35 late fee per overdue invoice.
- An annual Studio Fee of \$150 is due prior to a student's first lesson (not including trial lessons). This fee will automatically renew on the anniversary of a student's enrollment.
- This Studio Fee is due per student regardless of participation in other BMC activities. Families or students needing financial assistance with their Studio Fee apply for aid by filling out the BMC Studio Fee Financial Aid Form found in the "Online Resources" of My Music Staff. Families may also request a link to the Studio Fee Financial Aid Form by emailing admin@BethanyMusicCenter.com or Sherrie@yourbethany.org

Attendance:

- Students are required to attend lessons weekly at their assigned time.
- Frequent absence or tardiness will be cause for termination of lessons.

Lessons and Behavior:

- Students are encouraged to be on time for lessons.
- Students are expected to listen intently to the teacher, be respectful, and follow directions.
- Please bring all materials to each lesson.
- **Parents must remain on the premise during their child's lesson(s).** This policy is part of the Bethany Church Two-Person Rule to ensure that no BMC staff is alone with a student.
- Parents are encouraged to be present in the lesson room and to take notes throughout their child's lesson to support practice at home. Any parent questions should be addressed during the 30,45, or 60 minute lesson time, not after lessons.

Student Absence:

- Students are allowed **two absences** per semester. This absence can either be acknowledged as a make-up lesson or credited to the following month.
- To be eligible for a make-up lesson or lesson credit, the teacher must be notified of the upcoming absence at least 48 hours in advance.

Bethany Music Center policies are subject to change.

Notices regarding any changes will be sent via email.

- For pre-arranged absences (school functions, family vacations, etc.), families may pre-adjust their tuition payment to reflect the absence *if the date* is sent *in writing* to the teacher before the 28th of the preceding month.
- Sick children are encouraged to stay home, even if it is just the sniffles. Families can opt for a virtual lesson on these days.
- To be eligible for a make-up lesson or credit in the case of illness or emergency, please notify the teacher by email or phone message by 10 AM the day of the lesson.
- Make-up lessons must be scheduled in advance and are forfeited if not scheduled by one week after the absence.

Teacher Absence:

- Our teachers are all active musicians and educators that may require some flexibility in scheduling. If the teacher must miss a lesson, it will either be made up at a mutually agreed upon time, or payment for that lesson will be credited toward the next month.
- Teachers will notify families of absences a minimum of two weeks in advance, except in cases of illness or emergency.

Inclement Weather:

- BMC will follow HCPSS inclement weather announcements. In the abundance of caution, BMC may also close for in-person instruction on days when HCPSS is open.
- On inclement weather days, all lessons will occur virtually.

Termination of Lessons:

- The parent or teacher may terminate lessons at any time, if notice is given in writing.
- Habitually late tuition payments are grounds for termination of lessons.
- If no tuition is received for a month, the student may not begin the next month's lessons until the previous and current month's tuition has been paid.
- When ending lessons, families will fill out the BMC Lesson Termination form (found in the Online Resources of MMS) at least 14 days prior to their anticipated last lesson. We encourage families to also contact their teacher regarding ending lessons. **If 14 days' notice is not given, tuition will still be due for any lessons scheduled to occur during the 14 day window.**
- Any tuition money paid for lessons terminated 14 days' or more in advance that did not occur will be refunded, excluding student no-shows.

Instruments and Materials:

- The Bethany Music Center does not provide instruments (excluding pianos and drum kits for lesson time).
- BMC has a limited number of instruments for rent. Contact admin@bethanymusiccenter.com for rentals.
- BMC does not provide books for students. Individual teachers will select reasonably priced books and supplies for families to purchase.

Practice:

- Practice between lessons is not only encouraged but also required.
- Specific practice expectations will be discussed with each student, as well as with each parent.

Other:

- Siblings and children are welcome in lessons, but must be quiet, respectful, and not distracting during the lessons.

BMC Admin Contact Information:

Mercy Calhoun-Dion	Private Lessons Coordinator	mdion@BethanyMusicCenter.com
Sherrie McKay	Director, Bethany Music Center Associate Pastor of Music & Worship Arts, Bethany Church	sherrie@yourbethany.org
Allen Lee	Finacial Assistant	alee@bethanymusiccenter.com

Lesson Policies are subject to change. Notice of any changes will be sent via email to currently enrolled students.