



## Private Lesson Policies

*Effective Jan. 1, 2026*

### **Tuition:**

- All tuition payments are due on the 3<sup>rd</sup> of each month. Invoices will be issued on the 28<sup>th</sup> 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](mailto: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.*
- A late fee of \$35 will be charged 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](mailto:admin@BethanyMusicCenter.com) or [Sherrie@yourbethany.org](mailto: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 with students under the age of 16 must remain on the premise during their child's lesson(s).**
- 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 lesson time, not after lessons.

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

Mercy Calhoun-Dion

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

#### **Student Absence:**

- Students are allowed **two absences** per Trimester. This absence can either be acknowledged as a make-up lesson or credited to the following month. Trimester dates are as follows: Fall: September 1 through January 31. Spring: February 1 through May 31. Summer: June 1 through August 31.
- 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.
- Pre-arranged absences (school functions, family vacations, etc.), shall be sent *in writing* to the teacher two days prior to the absence, with two weeks' notice preferred. Any credits due will be applied to next month's invoice.
- 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.
- A makeup lesson is an instructional session provided in place of a regularly scheduled lesson.
- A lesson credit is a financial adjustment applied to the student's next monthly invoice to account for an eligible missed lesson. A lesson credit is issued only when an absence meets the requirements outlined in this policy. The credit reflects the value of one missed lesson and reduces the amount due for the following month.

#### **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 that lesson will be applied 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, **by giving notice 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 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.

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