

NORTH CENTRAL COLLEGE PIANO ACADEMY

2018-2019 Calendar

The school year is divided into three 12-week terms. The dates are as follows:

FALL TERM **Monday, August 27 through Sunday, November 25**

Fall Festival: Saturday, November 10 at Fireside Lounge (White Activities Center)

Group Lesson Week: Week of October 8 and November 12

Break: Monday, September 3 (Labor Day)
Tuesday, November 20 through Sunday, November 25 (Thanksgiving)

WINTER TERM **Monday, November 26 through Sunday, March 3**

Student Recital: Saturday, December 1 at 11:30AM and 1:00PM at Koten Chapel

Faculty Recital: Saturday, February 2 at 3:00PM at Wentz Concert Hall

Group Lesson Weeks: Weeks of January 21 and February 18

Break: Monday, December 24 through Friday, January 4 (Winter Holidays)

SPRING TERM **Monday, March 4 through Monday, June 3**

Spring Festival and Examinations: Week of April 29

Student Recitals: Saturday, April 6 at 11:30AM and 1:00PM at Koten Chapel

Spring Honors Recital: Saturday, May 11 at 10:00AM at Wentz Concert Hall

Group Lesson Weeks: Weeks of March 18 and May 20

Break: Monday, March 25 through Saturday, March 30 (Spring)
Monday, May 27 (Memorial Day)

SUMMER TERM

The starting date and length of the summer term is at the discretion of each individual teacher. This information will be provided in May 2019. There are no recitals or group lessons during the summer term.

NOTE

Lessons are in session on the following holidays, as well as on any school institute days: Monday, October 8 (Columbus Day); Monday, January 21 (MLK, Jr. Day); Monday, February 18 (Presidents' Day).

PROGRAM POLICIES

ENROLLMENT: Enrollment is only by the term or for the balance of the term if the student enrolls after the term has begun.

FEES: Tuition, including an annual \$25 materials fee, is due and payable to North Central College at the beginning of each term or at the time of the student's initial enrollment. *Payment **must** be received prior to the first lesson of each term.* No lessons may be given until payment has been received. There will be a \$10 late fee charged for tuition past two weeks due.

REFUNDS: If a student withdraws prior to the beginning of a term for which tuition has been paid, a full refund will be made; withdrawal prior to the end of the fourth week of the term, a 50% refund; no refund will be made after the fourth week of the term. A \$5 processing fee will be deducted from any refund.

MISSED PRIVATE LESSONS: Students may receive *one* make-up lesson per term for an excused absence. An excused absence is a lesson missed due to illness with notification to the teacher before noon on the day of the lesson. Illnesses reported after noon will be made up at the discretion of the teacher.

To report an absence, parents or adult students should contact the teacher via the teacher's requested method of communication (phone or email).

No refunds or credits will be given for any missed private lessons. Make-up lessons must be completed before the end of the term in which the missed lesson occurred; make-up lessons are not to be carried over into subsequent terms.

Lessons missed due to teacher cancellation will be made up.

MISSED GROUP LESSONS: Group lessons cannot be made up or rescheduled. No refunds will be given for any missed group lessons.

LESSON EXCHANGES: If a student must miss a lesson for reasons other than illness, it is often possible to arrange for a lesson exchange with another student. Contact your teacher for the current Lesson Exchange List and procedures.

If a lesson exchange is not arranged and the student misses the lesson, the teacher is not responsible for providing a make-up lesson. Although every effort will be made to reschedule lesson times that prove to be consistently inconvenient, it should be understood that *frequent requests for the rearranging of lesson times due to extra-curricular conflicts* (such as sports practices and games, school musical/play rehearsals, etc.) *cannot be honored.*

STUDENT ARRIVAL AND DEPARTURE: For safety, it is requested that an adult accompany younger students directly to and from the lessons studio. Lessons will begin and end promptly at the appointed times (with no accommodation for early or late student arrivals). Please note that a closed studio door is not indicative of a teacher's presence or absence, and that students will always be notified beforehand of any lesson date/time changes. Students must be picked up immediately at the appointed time in order to respect the following student's reserved lesson time.

TEACHER COMMUNICATION AND AVAILABILITY: The teacher is available in person only during the appointed lesson times or other pre-arranged conference times, and is available via email and phone at other times. The teacher will not be able to extend time from one student's lesson into the next student's lesson.

PRACTICE: Students are enrolled with the understanding that they will practice a minimum of five days a week. Suggested daily practice requirements are as follows: for students in elementary school up through grade 5, at least 30 minutes a day; for students in grades 6-8, 45 minutes a day; for students in grades 9-12, one hour per day. *Students who are unable to fulfill the above practice requirements on a regular basis may be dropped from the teacher's schedule.*