

NORTH CENTRAL COLLEGE COMMUNITY STRING ACADEMY

2018-2019 Calendar

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

FALL TERM **Monday August 20 - Friday November 9**

Fall Student Recital: TBA

Kiekhofer Hall, Koten Chapel 329 E. School St.

WINTER TERM **Monday November 12 - Friday February 22**

No lessons: Tuesday November 20 - Friday November 23 (Thanksgiving)
Monday December 22 - Friday, January 4 (Winter Break)

SPRING TERM **Monday February 25 - Friday May 24**

No lessons: Monday, March 25 - Friday March 29 (Spring Break)

Spring Student Recital: TBA

Kiekhofer Hall, Koten Chapel 329 E. School St.

SUMMER TERM

Information regarding summer lessons will be provided in May 2019.

DEPARTMENT 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 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.

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 Claire Langenberg by cell phone. (Call or text 630-476-0344)

No refunds or credits will be given for any missed lessons. 24 hours notice is required for all cancellations for reasons other than illness. No-shows will not be rescheduled. 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.