



Versa Musica *Policies and Procedures*

VERSA MUSICA
CONSERVATORY OF MUSIC

PAYMENT INFORMATION

Tuition is based on the total number of lessons (34 total lessons per school year). The cost is \$900/year for 30-minute weekly lessons or \$1400/year for 60-minute weekly lessons. Tuition can be paid upfront in full or a payment plan can be used. For the payment plan, the student must pay \$90/month for ten months (for 30-minute lessons) and \$140/month for ten months (for 60-minute lessons). Tuition cannot be calculated based on individual lessons, nor can monthly payments of less than \$90/\$140 be made, unless a student has been approved for a scholarship. Tuition is non-refundable.

Tuition is due each month on the 1st. Payment is late after the 10th of the month. Any late payments will receive a \$15 late fee added to the account for each late payment. If payment is not received by the 15th of the month, lessons will be suspended until payment is received. Returned checks carry a fee of \$25.

Lesson materials may be assigned by the individual instructor and are not included in tuition costs. If any materials are purchased by a VM faculty member, students should reimburse the faculty member directly, not VM. Purchase or rental of student's personal instruments is the responsibility of the student or parent/guardian.

LESSON INFORMATION

Students will be assigned an instructor for their particular instrument. Requests will be honored whenever possible. Lessons are held Monday–Fridays on a weekly basis and will be scheduled individually with the student's instructor. Lessons will be held either at the Thomasville Center for the Arts or Thomas County Middle School. VM holds a student recital at the end of each semester at both of our locations. All students are encouraged to attend.

VM follows the county and city school calendar, and school holidays and breaks are observed. Please see the VM 2015–16 Calendar for more information.

All financial information is handled solely by VM Directors, and all financial questions should be directed to them. Instructors are not authorized to advise any tuition or scholarship concerns.

At times, the student may need to miss a lesson. Instructors will provide up to four (4) make up lessons per year for any missed lessons, provided the student contacts them at least 24 hours before the lesson they will miss. No tuition can be refunded for missed lessons. Any time an instructor has to cancel a lesson, they are required to provide a make-up lesson, regardless of the number of make-up lessons left.

WITHDRAWAL INFORMATION

Once registered, a student is considered enrolled until a withdrawal form has been submitted through the website AND a confirmation email is received from VM administration. Parents/guardians of the student are considered financially responsible for all tuition until the withdrawal form is received and confirmed, regardless of when the student actually stopped taking lessons.

Withdrawals must be submitted by either the first lesson of the month or by the 10th of the month, whichever comes first. If the withdrawal is made after that time, the parent/guardian is responsible for that month's full tuition. No partial tuition can be paid, and no refunds can be given for students who choose to withdraw. A student may NOT withdraw from November 11–December 11, 2015 or April 11–May 13, 2016.

LIABILITY

I (or I, signing on behalf of the minor) waive, release, and discharge Versa Musica (and/or their directors, employees, sponsors, and volunteers) from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my (or my child's) death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur. I (or I, on behalf of the minor) indemnify, hold harmless, and promise not to sue the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in VM activities, whether caused by negligence or otherwise. I (or I, on behalf of the minor) hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during a VM lesson or event. I understand while participating in this activity, I (or I, on behalf of the minor) may be photographed. I agree to allow my or my child's photo, video, or film likeness to be used for the purpose of publicity by VM administration. This release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

Any and all exceptions to these policies must be approved by the VM Directors.