

Shepherd Music School Policies (Unofficial)

Please Note: This unofficial Web document does not replace the printed policy sheet that is offered to you as part of registration. The printed policy sheet includes specific dates by semester/year, as well as current pricing, which we do not disclose on the Web. The printed policy sheet is **binding**.

However, this document closely mirrors the printed document, and gives a good idea about our term lengths, cancellation, make-up lessons, bad weather policy, and the like.

Lessons are held in the music wing of Central United Methodist Church
Address: 2535 West New Hope Road | Rogers, Arkansas 72758-1351
Phone: 479-636-1630 ext. 635 | Email: shepherdms@hotmail.com
Website: ShepherdMusicSchool.com | Facebook: @ShepherdMS

Term length: The Student is expected to study for an entire semester.

- Spring and Fall Semesters are 18 weeks with a recital offered at the end of each term.
- Summer lessons are set up individually with each student. No recital is offered.
- Semester length will be shortened for students starting after the beginning of a semester, with a pro-rated fee based on the total remaining lessons in the semester.
- **Payment is required for the entire semester, even if study is discontinued.**

Length: A standard 30-minute lesson is offered.

Fees per student: Tuition fees only cover tuition. Music and study materials cost is additional, and is payable to the instructor.

Payments: Fees for the semester can be paid by the semester or by monthly installment. For monthly installments, payment is due the first lesson of the month.

PLEASE MAKE CHECKS PAYABLE TO YOUR INSTRUCTOR

Unpaid fees will result in forfeiture of lesson time and suspension of future registration until paid. Any payment due but not received by the last day of the current month will be assessed a \$5 late charge for each month late.

Registration and Scheduling: a new registration contract is required for each semester.

- A \$25 non-refundable deposit is required within 72 hours of scheduling to reserve a lesson time. The deposit applies to the total tuition.
- **We cannot reserve a lesson time until the deposit is paid.**

Registrations will be accepted in the following priority:

- First, current students in good standing.
- Second, new and former students.

Scheduling will be done on a first-come, first-served basis in the order described above.

Absences: Please call your instructor, or call Central United Methodist Church at 636-1630 ext 635. Your instructor **must** be notified a minimum of one hour before your lesson time.

- My instructor's phone number _____
- Failure to notify the instructor at least one hour before your lesson time will result in forfeiture of that lesson and lesson fee.
- If your instructor must miss a lesson, the lesson time will be made up at no extra cost to the student.

Bad Weather Policy: Lessons are held as usual unless your instructor contacts you to cancel.

Holidays: Except as explicitly notified in our Program Year calendar, such as Labor Day, Thanksgiving, and Spring Break, lessons are held even when school is not in session.

Illness: If your child is too sick to attend school, please don't bring him/her to lessons and infect the teacher or any other student.

Make-up Lessons: Up to two notified lesson absences will be made up per semester.

- Once a make-up lesson is scheduled at a mutually agreeable time it will not be rescheduled except in case of emergency.
- Extenuating circumstances may be presented in writing to the Director, Evy Lamb