



MUSIC INSTITUTE
OF NORTH TEXAS

Private & Group Lessons Policies 2011-2012

ATTENDANCE: Students are expected to arrive on time and ready to learn for all lessons. Students arriving late will not have their lesson time extended. Students arriving more than 15 minutes late will be considered unexcused absence. Students are also expected to bring all their books, materials and instruments necessary for their lessons. If students arrive without the necessary material/instruments, they are still expected to attend their lesson. Only enrolled students and/or their parents may attend the class sessions.

FACULTY: All faculty at MINT are highly qualified, university trained educators. We will assign a teacher that we feel is most appropriate for each student. We will make every effort to accommodate requests for specific teachers. In unforeseen circumstances, students may be assigned to new teachers as our staff changes. Such changes are rare, but have always been positive and offer students new learning perspectives. If a student desires to change instructors, a written request must be submitted to the director. MINT's faculties are legally not permitted to teach outside the institute. Any present or former student of MINT soliciting/seeking private instruction from MINT's faculties is strictly prohibited.

SAFETY AND SUPERVISION: For your own safety, MINT requests that young children remain under the supervision of their caregiver at any time they are not receiving instruction while at MINT facilities and events. MINT cannot provide supervision and is not responsible for students' safety before or after their lesson times. Children must be picked up promptly when their lessons are over. Students must be picked up within 5 minutes after the lesson ends, after the 5 minute period, there will be \$1 per minute charge if the child is not picked up. If students must wait for a ride home after their lessons, they should remain in the waiting area rather than outside. If, for the purposes of safety, an instructor or other staff member has to wait after regular business hours with a child for a caregiver who is running late, there will be an additional charge of \$50 added to the student's account.

RELEASE: Any photographs, audio, or videos of student or families on MINT facilities or events may be used in promotional publications or press releases. There will be no compensation for the release.

PRACTICE SCHEDULE: Students are expected to demonstrate continued interest through their positive attitude during the lessons, regular weekly practice schedule and steady progress. Amount of practice required for each student varies due to age and level. The student's progress will be monitored throughout the year to determine whether the practice time/quality is satisfactory.

MINT EVENTS: MINT Performance Exams—There is a \$35 fee per student to participate in the annual performance exams. MINT Recitals—There will be two recitals per year. One held in spring and one in the fall. See the MINT calendar for specific dates. Recital fees are included in registration fee.

OUTSIDE EVENTS: Students who wish to participate in exams, evaluations, auditions, competitions and festivals is required to fill out an application form (one form per each event) and appropriate registration fee must be paid in check or cash only. Application and Fee must be submitted before the DEADLINE SET BY MINT, there will be no exceptions.

USE OF MINT FACILITY: Food and Drink are not allowed in the MINT facility. Students and families are expected to use instruments and equipments at the MINT facility appropriately. Students and families are responsible to fix or replace any damaged or broken instrument and equipment due to inappropriate use or abuse by students.

WITHDRAW: There is no long term contract. To discontinue lessons and suspend automatic charges prior to the completion of the year, please notify the MINT director by filling out a Withdrawal Form ONE FULL MONTH PRIOR TO THE 1ST OF THE MONTH, even if the first of the month is a School Holiday. (For example: For withdraw form received on Oct 20, the last day of lesson would be Nov 30). Withdraw form must be signed and given to the front desk staff in person, by fax, or by email attachment. Notice given to the instructor only, by phone or by email without attached signed form are not sufficient, and non-attendance does not constitute withdrawal from lessons. THERE IS ALSO A WITHDRAWAL FEE OF \$50 THAT WILL BE CHARGED TO THE ACCOUNT. If a one full month withdrawal notice is not provided, the tuition and fees for the entire month are still due and payable. Tuition is not refundable, and not transferable. THE LAST DAY TO WITHDRAW IS MAY 1, 2012. MINT reserves the right to dismiss a student due to nonpayment, frequent unexcused absences or tardiness, failure to abide by MINT policies, or behavioral issues.

PRIVATE LESSON POLICIES

SCHOOL YEAR: The school year runs from Aug 22, 2011 through July 28, 2012 with open enrollments through out the year. Each student has the same lesson time each week including summer months. Any permanent schedule changes need to be received by our office in writing (Schedule Change Form needs to be signed) a week before the current lesson time and is subject to availability. Faculty cannot make schedule changes. Lessons will not be offered during the holidays listed on the MINT calendar. Keep in mind that the lessons are arranged per year, and that the holidays will not change the overall number of lessons received each year.

SUMMER LESSONS: Summer lessons are included in the tuition through July 31, 2012. We realize that students may have summer travel plans. You may choose to have regular lessons through the month of July, or choose to attend one of the summer camps. A list of summer camps will be posted online in March.

TUITION AND FEES: The value of the year's tuition (44 lessons, including summer lessons) is divided into eleven (11) equal monthly installments from August through July. Although the number of lessons varies from month to month, the monthly tuition remains unchanged. The first payment will be charged on the first day of lesson. All remaining payments are due on the 1st of each month. Payments can be made by automatic payments from debit card, checking account, or credit card. Payments paid in full for the whole year for lessons starting prior to Feb 1, 2012 will receive a 5% discount. There is a \$49 per student or \$79 per family registration fee due at the time of registration to secure a time slot. The registration fee covers recitals and administrative costs (not event registrations). The tuition and registration fees are non-refundable and non-transferable. There is an insufficient fund fee of \$30 for every failed payment debit or returned checks.

MAKE-UP LESSONS STUDENT ABSENCES: It is the responsibility of the student or parent to notify MINT (not the teacher) for any absences PRIOR to the lesson time. Failure to do so will result in the forfeiture of the lesson and will not be eligible for make up lessons. There is a maximum of 3 make up lessons per year. Make-up lessons need to be arranged through the front office only. On occasions, the make-up lessons may be with another qualified teacher. An absence for any reason during the mutually agreed upon scheduled make-up lessons is considered a forfeited lesson.

TEACHER ABSENCES: In the event that a teacher is absent, MINT will provide a highly qualified and experienced substitute who will ensure the proper continuity of students' classes. If a substitute teacher is not available, we will make every effort to contact students to arrange a make up lesson.

GROUP LESSONS POLICIES

SCHEDULE AND TUITION/FEES: Group lesson schedules and tuitions differ depending on the different programs. Please refer to the specific program for details. For all group lessons, there will be a registration fee of \$49 per student or \$79 per family. The registration fee covers recitals and administrative costs.

MAKE-UP LESSONS STUDENT ABSENCES: There will be no make-up lessons for group classes. However, the student may try to attend a similar class, if available. This may be arranged with the front office and is not guaranteed

TEACHER ABSENCES: If the class is cancelled due to teacher absence, MINT will provide a highly qualified and experienced substitute who will ensure the proper continuity of the classes. If a substitute teacher is not available, we will make every effort to contact the students to inform them of the make-up class time.

INCLEMENT WEATHER: If in doubt about whether MINT is closed due to bad weather, call the MINT phone number, the voice mail will be changed to announce school closing for weather, or you may visit the MINT website for school closure information. Like most school districts, MINT has set a few designated dates on our calendar for inclement weather makeup. MINT will makeup lessons due to inclement weather closures at those designated dates ONLY. The dates for the inclement weather make up are marked on our school calendar in advance. If you are not able to attend the make up lessons, these lessons will be forfeited.

MINT reserves the right to withdraw or discontinue any class for which enrollment is insufficient to organize or continue. Group classes will run continuously throughout the year to fulfill the number of weeks of the specific curriculum. Only enrolled students and/or their parents may attend the class sessions. In order to maintain an orderly and effective classroom atmosphere, no additional family members are allowed. Guests may be invited by permission of the teacher or administrator only.