

# *NAFA Policies 2011-2012*

## *Private Lessons*

Private lessons have open enrollment throughout the year and are offered on a weekly basis in 30, 45 and 60 minute blocks.

## *Registration*

All **new** students must complete a registration form, schedule a lesson time and submit a down payment **before** lessons can commence. When a student enrolls, he or she is committing to at least a full semester of study. There is a 2-week grace period in which a new student may withdraw from the academy. However, the student will bear responsibility to pay the tuition for the 2 lessons received. The only circumstances under which a student may completely withdraw from the academy **and** receive tuition reimbursement are prolonged illness, relocation, or other special situations approved by the Director.

## *Lessons & Scheduling*

During the registration process each student will choose an instructor and set up a convenient lesson time. Typically lessons occur on a weekly basis except for special holidays and breaks. Please refer to the NAFA calendar. A copy of the NAFA calendar can be obtained in the office, online or from an instructor. In the event of inclement weather please tune in to WSYR Channel 9 for NAFA cancellations.

## *Make Up Policy*

We consider your lesson time to be a standing appointment. If the teacher has to cancel a lesson, the student will be notified and the lesson will be rescheduled. If a student has to cancel a lesson, 24 hour notice is required. However, if a student wakes up ill the morning of a lesson, please call the instructor as soon as possible. Instructors are not obligated, but can make up student-cancelled lessons at their discretion.

## *End of Semester Recitals*

It is important for students to witness other students accomplishments. There is also great value in students performing publicly for family and peers. Therefore, each student (6-18 yrs.) will be strongly encouraged to perform at the end of year recitals. More information about recitals will be announced.

## *Tuition & Registration Fees*

NAFA is a not-for-profit organization. NAFA tuition covers all lessons, administrative expenses, salaries and recital expenses. Music books, guitar strings and other equipment are not covered by tuition. Private students enrolling mid semester will have their tuition pro-rated. Students can pay in full, pay per semester or pay monthly according to the NAFA billing cycle. Tuition is reviewed annually. Returned checks are subject to a \$25 fee. Scholarships are available through application only. Please **DO NOT** pay your instructor directly. You can make your payments at the Fall Open House, at the church office drop slot or by mailing your payment to:  
NAFA, 7965 Oswego Rd, Liverpool, NY 13090.

## *\*\*Payment Policy*

**Accounts paid by installment that are more than 30 days overdue will be charged a 1.5% late fee. Accounts that become 60 days overdue will result in the discontinuation of the lessons until the account can be brought up to date. All account information is through Sue Huber. Please contact her with any questions or problems at 652-3160 or shuber@northsideonline.org. Thank you.**