

Griffin School for the Arts

Policies, Procedures & Registration Fees

Registration

Private music lessons and group classes are filled on a first come, first served basis. Private instruction times and class sizes are limited and students will not be considered registered until payment is received. A one-time \$15 fee for new students will apply; additional family members will be charged a \$10 registration fee. There are no registration fees for returning students.

Tuition

Private Music Instruction—15 weeks per semester*

30 minute lesson = \$300

45 minute lesson = \$415

1 hour lesson = \$525

Books, instruments, and additional supplies are the responsibility of the student.

Kindermusik Class—10 weeks per semester*

Family Time = \$175 (sibling registration is \$100)

Includes tuition, registration fee, and required at-home material

*After the beginning of the semester or class session, tuition will be prorated for remaining lessons/classes.

Payment Options

Full semester

Payment in full, including any applicable registration and materials fees, will be accepted at or before the student's first lesson or class session.

Installment payments

50% of tuition and any applicable registration and materials fees will be due at or before the student's first lesson or class session. A postdated check for the remaining 50% of tuition must also be provided at that time.

Alternate payment options are available to those with extenuating circumstances. Contact the GSA office for more information.

Returned checks are charged a \$30 service fee.

How to Register

Please complete the online registration form available at www.griffinschoolforthearts.org. You may also pick up a form at the GSA office. Full or installment payments as described above must be mailed or included with the registration form. Private music instruction will be scheduled through the GSA office. Call or email for available times.

Please mail registration forms and/or tuition checks to:

Griffin School for the Arts

First Baptist Church

P.O. Box 908

106 West Taylor Street

Griffin, Georgia 30224

Cancellations/Withdrawal/Refund Policy

GSA may cancel a class due to insufficient enrollment. A credit will be offered for another class during the year or a full refund (including registration and material fees) will be issued.

Kindermusik withdrawals made at least one week prior to the first class will be refunded 100% of tuition, but will forfeit \$60 for materials. Kindermusik withdrawals made after the first day of class will not be refunded or credited tuition or fees of any kind.

Private music instruction withdrawals require a **two week written notice** to the instructor and director (day of notice is not included). The student is responsible for tuition during the two week notice. The remainder of tuition will be credited or refunded minus a 20% processing fee. Any outstanding make-ups will be forfeited upon early withdrawal.

Non-attendance DOES NOT constitute a withdrawal and NO deduction is made for temporary absence from classes or lessons. (Please see Attendance Policy regarding make-up lessons.)

Tuition credits are only good for 12 months from the date of cancellation or withdrawal.

Attendance Policy

Students are expected to attend each scheduled lesson or class within the semester.

Private music instruction

Should a student need to cancel a scheduled lesson for non-emergency reasons, the instructor should be notified at least 24 hours in advance. Absences due to illness or other emergencies require the student to notify the instructor as soon as possible. Instructors are **not obligated** to make up lessons, non-emergency or otherwise, but have the discretion to do so. Tuition will not be adjusted for missed lessons.

Kindermusik classes

Class absences may not be made up.

If the instructor or GSA cancels a lesson or a class, it will be made up at a mutually convenient time. In the event an instructor or the school must cancel or be absent from a lesson or a class, students will be notified as far in advance as possible.

Tardiness

Students who are late for a lesson or class cannot be guaranteed their full lesson time. Instructors giving a private lesson are to wait 1/3 of the scheduled lesson time.

If an instructor is late to a lesson by more than 5 minutes the student should notify the Director.

Parents should be conscientious about dropping off and picking up their child on time. GSA is not responsible for children before or after a scheduled class or lesson time.

School Closing

Griffin School for the Arts is closed when the Griffin-Spalding County School System is closed. In the event of inclement weather or other emergency situations, please be attentive to local radio and TV stations for information about the closing of GSCS. Lessons or classes missed due to the closure of GSA will be rescheduled.

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Tuition

Private Music Instruction—15 weeks per semester*

30 minute lesson = \$300

45 minute lesson = \$415

1 hour lesson = \$525

Books, instruments, and additional supplies are the responsibility of the student.

Kindermusik Classes—10 weeks per semester

ABC Music and Me = \$150

Music Time = \$160

The required at-home materials cost an additional \$XX and are due at the time of registration

*After the beginning of the semester, private music instruction tuition will be prorated according to the number of lessons remaining in the semester.

Payment Options

Full semester

Payment in full, including any applicable registration and materials fees, will be accepted at or before the student's first lesson or class session.

Installment payments

50% of tuition and any applicable registration and materials fees will be due at or before the student's first lesson or class session. A postdated check for the remaining 50% of tuition must also be provided at that time.

Alternate payment options are available to those with extenuating circumstances. Contact the GSA office for more information.

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Cancellations/Withdrawal/Refund Policy

GSA may cancel a class due to insufficient enrollment. A credit will be offered for another class during the year or a full refund (including registration and material fees) will be issued.

Group instruction and Kindermusik withdrawals made at least one week prior to the first class will be refunded 100% of tuition, but will forfeit the registration fee. Group instruction and Kindermusik withdrawals made after the first day of class will not be refunded or credited tuition or registration fee.

Private music instruction withdrawals require a **two week written notice** to the instructor and director (day of notice is not included). The student is responsible for tuition during the two week notice. The remainder of tuition will be credited or refunded minus a 20% processing fee. Any outstanding make-ups will be forfeited upon early withdrawal.

Non-attendance DOES NOT constitute a withdrawal and NO deduction is made for temporary absence from classes or lessons. (Please see Attendance Policy regarding make-up lessons.)

Tuition credits are only good for 12 months from the date of cancellation or withdrawal.

Attendance Policy

Students are expected to attend each scheduled lesson or class within the semester.

Private music instruction

Should a student need to cancel a scheduled lesson for non-emergency reasons, the instructor should be notified at least 24 hours in advance. Absences due to illness or other emergencies require the student to notify the instructor as soon as possible. Instructors are **not obligated** to make up lessons, non-emergency or otherwise, but have the discretion to do so. Tuition will not be adjusted for missed lessons.

Group instruction/classes

Class absences may not be made up.

If the instructor or GSA cancels a lesson or a class, it will be made up at a mutually convenient time. In the event an instructor or the school must cancel or be absent from a lesson or a class, students will be notified as far in advance as possible.

Tardiness

Students who are late for a lesson or class cannot be guaranteed their full lesson time. Instructors giving a private lesson are to wait 1/3 of the scheduled lesson time.

If an instructor is late to a lesson by more than 5 minutes the student should notify the Director.

Parents should be conscientious about dropping off and picking up their child on time. GSA is not responsible for children before or after a scheduled class or lesson time.

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