

Griffin School for the Arts

Policies, Procedures & Registration Fees

Registration

Please note that private lessons and classes are filled on a first come, first served basis – so register early! Private instruction times and class sizes are limited and students will not be considered registered until payment is received. Prices and payment options are as follows:

Registration Fee - \$15 one time fee for new students – additional family members \$10. No registration fee for returning students.

Tuition

Private music instruction prices are for 15 weeks of instruction. See payment options below.

If beginning music lessons after the start of a semester, your tuition will be pro-rated according to the number of lessons remaining in the semester.

Visual and Performing Art class prices vary, based on the number of weeks of instruction. See Course Offerings on the GSA website.

For information regarding instruments offered in music and details of art classes please visit our website and click on “Course Offerings” located on the home page.

Private Music Instruction

Tuition: ½ hour lesson = \$300 per 15 week semester
 45 minute lesson = \$415 per 15 week semester
 1 hour lesson = \$525 per 15 week semester

Plus applicable books & material fees.

Visual and Performing Art Classes - Check our website for individual pricing of classes.

www.griffinschoolforthearts.org

Music instruction is comprised of weekly lessons and an end of semester Recital to be held the week following the last week of instruction in a semester. **Visual and Performing Art** class schedules can be found under the Course Offering section on website homepage.

Payment Options for Private Instruction.

Full semester payment or

Split semester payment – 1/2 of tuition plus registration fee (if new student), and applicable materials fee due at registration. No registration fee for returning students. To qualify for split payment plan you must provide a post dated check for the second installment.

Alternate payment options are available to those with extenuating circumstances that will not allow them to follow the above payment options. Contact the GSA office at 770-227-0775 if interested.

Payment Options for classes:

Full payment is expected at the time of registration for all classes.

Alternate payment options are available to those with extenuating circumstances that will not allow them to follow the above payment options. Contact the GSA office at 770-227-0775 if interested.

First Baptist Church members will receive 5% discount off tuition. This does not include registration fee or material fees.

Opting for the split semester payment plan does not alleviate your responsibility to the entire semester fee.

Returned checks are charged a \$30 service fee.

How to Register

Download, print and fill out the top portion of the online registration form and take to Griffin School for the Arts at First Baptist Church to complete your registration. You may also pick up a form at the school. Your registration must include a check or money order for the full tuition amount, including registration fee and material fees, or if opting for split plan – three checks or money orders. Private music instruction must be scheduled through the GSA office. Call or email for available times.

WEB: www.griffinschoolforthearts.org (downloadable forms available)

Griffin School for the Arts
First Baptist Church
P.O. Box 908
106 West Taylor Street
Griffin, Georgia 30224
karolsullins@fbcgriffin.org
770-227-0775

Cancellations/Withdrawal/Refund Policy

GSA may cancel a class/workshop 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.

Class withdrawals made at least **one week prior to the first class** will be refunded 100% of tuition, but will forfeit the registration fee.

Class withdrawals made after the first day of class will not be refunded or credited tuition or registration fee.

Private Lesson withdrawals require a **two week written notice** to the Instructor and the 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)

CREDITS ARE ONLY GOOD FOR ONE YEAR.

Attendance Policy

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

Private 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 the School 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 class time.

School Closing

In the event of inclement weather, please watch/listen to local TV and Radio stations to determine the status of school closings. If possible, an outgoing message will be available on the GSA voicemail.