

# Janna Friedman Music School - JFMS

## Policies and Procedures

1. **SEMESTERS.** There are 3 semesters in JFMS: Fall, Spring, and Summer. Private lessons in Fall or Spring semesters consist of 15 lessons, plus exam, open performance class, or public recital. Group classes have twelve 60-minute sessions or fifteen 45-minute sessions. Summer semester offers the choice of 5, 6, or 7 weeks of private and group classes.

2. **NEW STUDENTS** can begin sessions at any time and their tuition will be pro-rated.

3. **SCHEDULING.** Lesson times are scheduled at the mutual convenience of the student and teacher, and stay permanent for each semester. Lesson day and time reservation becomes valid after school receives completed and signed Registration form with a payment. JFMS teachers will schedule private lessons using first-register, first-choice scheduling policy.

4. **ATTENDANCE.** Regular attendance is expected. Students are to be on time and prepared for all scheduled classes, exams, and recitals, and have all necessary music books, instruments, and other materials.

5. **MAKE-UP CLASSES** may be offered for private lessons only. In case of absence, it is student/parent responsibility to notify the teacher at least 24 hrs in advance, unless it is an emergency. If not notified, the make-up class will not be offered, and student/parent maintains responsibility for payment.

By parents/students requests, in each Fall and Spring semesters a maximum of 3 make-up classes can be arranged. In Summer semester, a maximum of 2 make-up classes can be arranged. Number of make-up classes may be increased for emergencies only.

All lessons missed by the teacher or due to school closing will be made-up. Rescheduling is arranged between the student and the teacher.

6. **TUITION AND PAYMENT.** Tuition and registration fees are due **before** the 1<sup>st</sup> class of each semester. Payment methods are: checks, money orders, or cash. There is a \$25 fee for all returned checks. All checks should be payable to Janna Friedman Music School or JFMS.

7. **WITHDRAWALS AND REFUNDS.** All requests for withdrawals must be sent in writing by mail or email ([music@bmsmd.org](mailto:music@bmsmd.org)) to Alexandra Suhoj, JFMS Director, and must be approved before any refund can be granted.

The following refund plan applies to withdrawals (excludes Summer):

Before the 1<sup>st</sup> class – **100%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

Before the 2<sup>nd</sup> class – **75%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

Before the 3<sup>rd</sup> class – **50%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

After the 3<sup>rd</sup> class – Tuition will not be refunded.

The following refund plan applies to withdrawals for the Summer semester only:

Before the 1<sup>st</sup> class – **100%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

Before the 2<sup>nd</sup> class – **50%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

After the 2<sup>nd</sup> class – Tuition will not be refunded.

8. **CLASS CANCELLATION.** JFMS reserves the right to cancel any course listed for insufficient enrollment. The students will be notified and tuition will be fully refunded for the cancelled class.

9. **DISMISSAL.** The school reserves the right to dismiss any student due to behavioral problems, delinquency in tuition payment, failure to obey the School policy, or situations other than those specified above.

10. **ADMISSION.** The school does not discriminate on the basis of race, color, nationality, sexual orientation, gender, ethnic origin, or religious belief in its admission, student aid, scholarship, or other educational policies.

11. **MEDIA.** JFMS reserves the right from time to time to take photographs or video of faculty and students engaged in teaching, rehearsals, and performances for use in JFMS publications such as catalogs, posters, fliers, media advertising, as well as on JFMS website. JFMS has no control over the use of photographs or film taken during the recitals and other public events by news media or any parents and guests.

12. **RELEASE AND WAIVER OF LIABILITY.** All students and their parents release Janna Friedman Music School and all of its officers, directors, and employees from all liability for personal injury, illness, or property damage occurring on or off JFMS premises.