



Policies and Procedures

Our teachers reserve time on their schedules, plan for your lessons, and invest in the long-term development of each student. To provide regular, quality lessons, the following policies need to be observed.

TUITION AND RECITAL FEES

All our year-round educational programs are a month-to-month commitment. Tuition is a flat monthly fee. Most months have four (4) or five (5) lessons, and on rare occasions, three (3) lessons when in observance of major national holidays. A \$60 non-refundable registration fee is due at the time of enrollment (\$20 discount for siblings and returning students with absences over a month).

AAM is planning to have 3 recitals during the school year: Winter Studio Recital, Spring Level Recital, and the Honor Recital, where the best performing students at Winter recitals will be invited to perform. The recital fee for the in-person recital is additional cost; it is not included in tuition and is due one month prior the recital.

Depending on the Covid situation and Santa Clara County Health Department recommendations, AAM will determine the format of lessons and recitals – in person or online, or the combination of both. ***Tuition fees are non-refundable. No lesson will be given if the student is not current on tuition.***

A \$25 late fee will be charged for payment received after the 7th of each month.

ARRIVAL TIME

It is the students' responsibility to be on time for their lesson. Please do not expect the teacher to extend the lesson time to make up for your tardiness. In most cases there are other students scheduled for the next hour. Teachers have been instructed to wait 15 minutes for a student to arrive before proceeding to the next scheduled activity. Teachers are also expected to be on time for lessons. If the teacher is late, the time will be made up. If you are experiencing frequent teacher tardiness, please let the manager know about this.

STUDENT ABSENCES AND MISSED LESSONS

A weekly time slot is reserved for each student. ***A make-up lesson will be issued when a lesson is cancelled with at least 24-hour advance notice (By email). Cancellations made with less than 24-hour notice will not qualify for a Make-up Lesson nor Tuition Credit (This includes being sick the day of a scheduled lesson).***

There is no rollover of make-up lessons across semesters. In case of a teacher's absence, the teacher will either schedule make-up lessons, or lessons will continue with the substitute teacher of the same level assigned by the Director of the school. ***The number of make-up lessons is limited to 2 per semester*** (August-January or February-July). The student's teacher determines whether an absence is valid and should be rescheduled.

In the event, a scheduled lesson cannot be conducted by a teacher, a substitute teacher will be arranged to take over. However, it is important to note that the regular lesson cancellation policy will still apply in such situations, and no make-up credit will be provided for last-minute substitutions. In cases where a teacher becomes unavailable for regular lessons, the student will be provided with a new teacher who has a similar teaching style, or given the option to choose a new teacher to continue their lessons.

SUMMER VACATION

Students can take **one month long summer break**. You will need to email discontinue notice to stop payments. Your lesson time and a teacher will be reserved only by pre-paying tuition for a month, following one month summer break. If your vacation will be longer than one month, a student will be charged a registration fee and offered a new Teacher for resuming lessons. In case of long summer breaks, AAM recommends to schedule make-ups prior the break – before Level Recital and May Test.

CANCELLATION POLICY

There is no long-term mandatory commitment for lessons. Before withdrawal, a student must communicate with a teacher to discuss the situation and options first. If a student still wishes to withdraw, he/she must notify the School Director by email no later than 30 days prior to leaving. If a student does not provide 30 days advance notice by email, the school will charge the student 30-day tuition, even if no lessons are provided during that time.

CODE OF CONDUCT

Students of the Avloni Academy of Music are expected to follow a reasonable code of conduct including but not limited to proper attire, not using foul language, not participating in violent acts, not participating in theft, and not participating in vandalism and the destruction of property.

SUPERVISION OF CHILDREN

Children should never be left unsupervised in the school building. A parent should always accompany a child to his/her classroom and promptly pick him/her up after a lesson. The AAM is not responsible for children left unattended in/out the AAM building.

WAIVER OF LIABILITY

I hereby release, indemnify, and hold harmless the AAM, its owners, employees and staff from all liabilities, suits, claims and/or demands of any kind of nature, legal or financial. The student/participant named below does voluntarily participate in any and all Avloni Academy of Music activities and that the student/participant, and I understand that certain risks are inherent to and from participation and involvement with AAM and in its activities. The AAM is not responsible for any lost or stolen property, at any time.

PHOTO/MEDIA RELEASE

I hereby understand and am fully aware that Avloni Academy of Music has the right to use any student's photo, audio and video recordings of the student created on school premises or the AAM concerts for use in promotional and educational materials, such as school website, online advertisements, flyers, newsletters, etc.

The AAM reserves the right to dismiss any student due to frequent absences, disciplinary problems, overdue tuition payments and/or parental noncompliance with the AAM policies.

Policy effective upon enrollment. Your cooperation is greatly appreciated. Policies & terms are subject to change.

Student's Name

Parent (s) or Guardian(s) Name

I have carefully read, understood, and completely agree with AAM School Policies and AAM tuition schedule as outlined in the AAM Registration and Payment Authorization Form.

Signature

Date