



Registration and General information

Signing up for lessons at the Paganini School of Music is easy! Please visit our website for online pre-registration, or visit our physical location. Registration must be completed prior to the first lesson or class. We process registrations in the order they are received.

Students may choose between installment payments or full semester payment options. All students (1 fee per family) will pay the yearly \$25 registration fee for the academic year (August 2018 – July 2019).

Scheduling

A confirmation email will be sent, confirming registration and payment via the MyMusicStaff Portal. All lesson scheduling will be visible via the online calendar, with courtesy emails sent out prior to each lesson.

Tuition

We divide the academic calendar into three sections (Fall/Spring/Summer), which provides the student the opportunity for developing the commitment and continuity needed for success with a musical instrument, while still providing flexibility during the summer months. **All Students enroll on a semester basis with 2 payment options.**

Students may choose between two payment options:

1. Full payment with application and registration
2. Installments with an additional \$5 convenience fee (Must be setup with Autopay)

Monthly Installments

The installment plan is made up of equal payments based on the total tuition for the semester. Payments remain the same regardless of the number of weeks or lessons in the month. These payments are due on the 1st of the month and at registration. **Refunds are only available prior to the start of the semester. No refunds are provided once the semester has commenced.**

Registration for Fall: Aug 12-22, 2019

<p>Fall Payment Schedule</p> <p>1st Payment – Due at registration</p> <p>2nd Payment – September 1st</p> <p>3rd Payment – October 1st</p> <p>4th Payment – November 1st</p>	<p>Registration for Spring: December 10-13, 2019</p> <p>Spring Payment Schedule</p> <p>1st Payment – Due at registration</p> <p>2nd Payment – January 1st</p> <p>3rd Payment – February 1st</p> <p>4th Payment – March 1st</p>
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Registration for Spring: December 10-13, 2019

Fees

Summer Payment Schedule – Because many of our teachers are performing artists and often have summer performing obligations and many families do take vacations, the summer session has a degree of

flexibility. That being said, in order for the Paganini School to reserve your lesson time with your teacher we do require a minimum of 6-8 lessons scheduled during the summer session (depending on the teachers availability). **Payments for the Summer Session are paid in advance IN FULL.**

Other details

- A \$25 annual registration fee is due at the time of registration and is non-refundable. The registration is per family, not student!
- A fee of \$25 is due if selecting monthly installments during the academic year. This will be divided into 5 payments of \$5 paid with each installment payment.
- A \$10 late fee is assessed if tuition is not received by the 1st of the month. The Paganini School of Music reserves the right to cancel lessons if payments are not received.
- Music, materials, instrument rentals, etc are not included in the private lesson fees.
- Entry/Participation fees for outside events such as masterclasses or concerts are not included in private lesson or group class fees.
- **Terminating lessons or Group Classes:** Our general policy and philosophy is to have all students make a commitment of a full semester. We feel this provides the stability and personal commitment on the part of the teacher, student and parents to be conducive for a more successful musical outcome. However, we understand that there can be extenuating circumstances, which prevent the students ability to continue (family emergency, serious illness, etc). We do require a 30-day written notice to consider a refund. The student is financially responsible for the lessons that occur during the 30 days from which the date notice is given, even if the student chooses not to attend the class. The annual registration fee of \$25 is non-refundable. Students are responsible for lessons they have missed and those lessons will not be refunded.

Attendance Policies for Private Lessons

- There are a scheduled number of private lessons each semester (Fall/Spring) for which the student pays for in advance.
- Please arrive at your lesson time. The faculty member is under no obligation to provide a make-up or extend the lesson should you arrive late.

Make-up Lessons Policies for Private Lessons

- One make-up lesson is allowed per student each semester (Fall/Winter/Summer) for an excused absence. An excused absence is a lesson missed due to illness, extreme emergency or death in the family and the Paganini School is given notice by email or the MyMusicStaff portal. Notice should be given at least 24 hours in advance. Please contact the School Office at 281-769-3609 or via e-mail: info@paganinischool.com.
- ***Any lessons missed and rescheduled, except for the one allotted makeup lesson, will be at the discretion and availability of the private teacher.***
- Unexcused student absences will not be made up by the teacher or refunded. We do send out automatic reminders of lessons, to help your family plan.
- If a student is late, the teacher is not under obligation to extend the lesson. However, if the teacher is late, the teacher will either extend the lesson time or re-schedule the lost time at a mutually convenient time. Occasionally, another one of our highly qualified instructors will substitute for the original instructor, so to avoid disruption in your child's learning.
- Students are responsible for paying for all lessons or classes, regardless of their or the instructor's attendance
- If a lesson is canceled or forfeited by the student for any reason, the instructor may then schedule another lesson in the cancelled lesson period. The instructor is under no

requirement to inform the parent or student who cancels the lesson of the substitution. If the original student's schedule changes and they are indeed able to attend the canceled lesson, it is subject to the instructor's availability.

- If the school closes due to inclement weather, the lesson will be made up at no additional cost or fee to the student.

Attendance Policies for Group Lessons/Classes and Ensembles

- Group classes consist of a scheduled number of classes per semester for which the student pays in advance for the semester. Because of the nature of the group class environment, we will not be able to issue refunds or reimbursements for missed lessons (excused or unexcused).
- If the teacher is to be absent for a class, the students will be informed ahead of time. The class will then be rescheduled at no additional cost or fee to the student.
- If the Paganini School has to close due to inclement weather, the class will be made up at no additional cost or fee to the student.
- If an instructor must miss a class, it will either be rescheduled or another one of our highly qualified instructors will substitute for the original instructor, so to avoid disruption of the student's learning. If that is not possible, the student will be credited the appropriate tuition amount.

Performances

Performing is an essential part of the learning process, and what music is fundamentally about - sharing with others through music. Throughout the course of the year, the Paganini School of Music will offer opportunities for students to perform for the community, and their family and friends.

Home Practice

Learning a musical instrument is like learning a sport. It takes regular and consistent practice to become proficient. The instruction your child receives at our school will be augmented by the effort that is put in at home. A good rule of thumb, is if you are taking a 30min lesson, you should be practicing 30 minutes each day at home - 60min lesson = 60 min of practicing a day, etc.

Inclement Weather

In case of inclement weather, visit the [Paganini School of Music webpage](#) or call the office at 281-769-3609.

The Academy of Fine Arts follows the inclement weather policy of Katy ISD. Please listen to local TV, radio or internet broadcasts for information about closings. When inclement weather develops during the afternoon, the Paganini School of Music reserves the right to cancel classes for the remainder of the day.

Safety

Your child's safety is paramount. Please adhere to all rules and regulations to insure a safe learning environment. No children under the age of 12 may be left without adult supervision in the areas of the Paganini School of Music or Sam's Strings Violin Shop. The teacher will have an attendance sheet that the student is expected to sign at each lesson. A parent or authorized adult must either be in the lesson room or in the waiting area during their child's lesson – *Parents are not allowed to drop off their child and leave the facility.* The Paganini School has this policy to ensure your child's safety, as we do not have child care facilities, should you not arrive in time to pick up your child.

The Paganini School of Music has limited area for waiting during your child's lesson, enough room for 1-2 people per student taking a private lesson. We ask that family members wait quietly in the assigned area while their child is taking a lesson. Parents of students under 16 years old who are taking private lessons can choose to attend the lesson at the teacher's discretion. Parents whose children are attending a group class and who would like to watch are asked to wait in the Parlor Room, while their student is in the class. Please put your cell phone on silent!

All teachers will have completed a background and security check. In addition, each teaching room has a security camera for both the teacher's and child's safety.

Grievance Procedure

It is our passion to teach your children, we take it very seriously. It is also one of our goals to meet the expectations of our students and parent. If you feel that a situation is not being addressed to your satisfaction, please contact Sam Matthews, the Paganini School of Music director at 281-769-3609 immediately or e-mail: info@paganinischool.com. The Paganini School of Music is dedicated to making sure your student has a quality and rewarding experience.

Photography Rights

The Paganini School of Music reserves the right to use photographs and videos taken during classes and/or school related events for promotional materials, unless refusal is put in writing upon registration.

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. A copy of this document is available from our website.

Parent or Guardian Signature

Date