

The Music & Arts Institute

Private Lesson Policies & Registration

Location:

- All lessons are taught at University Place Presbyterian Church. We request that a parent accompany their child to the lesson and remain at the lesson or just outside of the door during the duration of the lesson.

Tuition:

- The rate for private instruction is \$27 per 30-minute lesson, \$40 for 45 minute, or \$54 for 60 minutes. There is an annual \$10 registration fee that is charged upon registration.

Payment Options:

- A minimum of one month's tuition is due with registration. You will then be billed at the **beginning of each term** by email. If you choose to pay monthly installments, it is your responsibility to do so by the 5th of each month. You will **not** be billed every month.
- Tuition will be prorated for students who start after a term is in session.
- Tuition can be mailed to the church or dropped off in the secure mail-drop box in the door of the UPPC church office. You may also pay online at uppc.org (Music & Arts Institute is under the "Ministries" menu)

Attendance Policy:

- Regular attendance is expected of all students. You are reserving that lesson time for your child and if he/she is unable to attend, the teacher has no obligation to find another time for an additional lesson. **There will be no credit or refunds for missed lessons.** Occasionally an instructor will have to cancel a lesson, which will be made up or a credit will be issued to you.
- There are many national holidays on Mondays. In order to provide consistency to those students with Monday lessons, we will have lessons on these national holidays when the church office is closed: Martin Luther King, Jr. Day, Veteran's Day, & President's Day. If your family is out of town you will be offered a make-up lesson or a credit for that lesson.
- Contact the teacher directly if your child will not be able to attend his/her lesson.
- Please give your child's teacher two weeks notice if you will be discontinuing private instruction.
- In case of inclement weather, please call the church office at 253-564-2522 or refer to the website (UPPC.org) for church closure information. Lessons will be made up if the church closes.

Recital and Performance Opportunities:

- Recitals will be scheduled each term and it will be at the discretion of the instructor as to who will participate.
- There will be opportunities for MAI students to play in worship services at UPPC throughout the year.
- There will be several performances scheduled at local retirement homes and other local events throughout the year that will be open to all students.

Schedule and Tuition

\$27 for 30-minute lesson

\$40 for 45-minute lesson

\$54 for 60-minute lesson

Fall Term: September 3- December 21, *no lessons Nov. 21 & 22*

Christmas Break: December 23- January 4

Winter Term: January 6- April 4

Spring Break: April 6- April 11

Spring Term: April 13- June 30

Summer term: July 1- August 29

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Enrollment Procedures:

1. Contact Lisa Todd at 253.564.2522 ext. 162 or musicandarts@uppc.org to be referred to an instructor.
2. Set up a weekly time and start date with the instructor.
3. Register and pay online at uppc.org. You can find the Music & Arts Institute under the "Ministries" menu