

Portland Christian Center School of Music

2008-2009 Student Policies

Welcome to the School of Music! The School of Music is part of the Music Ministry of Portland Christian Center. We offer quality musical instruction in a safe environment to students of all ages and skill levels. The School of Music contracts only experienced faculty holding music degrees and/or proficiency as professionals in their instrument. Criminal background checks are performed on all instructors. Our instructors are active musically in their home churches and musical groups in the community.

Contact Information:

Portland Christian Center
School of Music
5700 S.W. Dosch Road
Portland, OR 97239
503.245.7735

Director: Laird Halling
lhalling@PortlandChristianCenter.com
Webpage: www.pcctoday.com

Registration Fee: An annual non-refundable registration fee of \$30 for individuals, or \$40 for 2 or more family members, is due each September or at registration.

Tuition: Tuition for private lessons is \$20 for weekly half-hour lesson or \$38 for weekly hour lessons. Tuition is to be paid on a monthly basis at the beginning of each month. It is important that we receive your payment on time so we can pay our instructors.

Invoices: Invoices are mailed each month. If you see an error on your invoice, please notify us immediately so we can correct it. If you reschedule or cancel lessons with your instructor, make sure you notify the director as well so your invoice will be correct.

Payment: Please make checks payable to **Portland Christian Center**. You may also pay with credit or debit cards at the church office, or online at the church website. Please do not send payments through your instructor or through the worship service offering. Payment may be returned via mail, brought to the church office (open Monday through Friday, 8:00 AM to 5:00 PM), or placed in the secure drop-box in the short hallway off the church lobby across from the Ushers Room. Please seal the payment in an envelope clearly marked School of Music.

Late Fees/Returned Checks: It is important that we receive your payment on time so we can pay our instructors. If payment is not received by the 15th of the month, a late fee of \$10 will be charged to your account. If the account is not brought current, it will continue to incur a \$10 late fee each month. Failure to bring your account current may result in the suspension of lessons. There is also a \$25 fee for each returned check.

Cancellations/Refunds: Payment for the month is considered a purchase of the instructor's time, whether you attend the lessons or not. It is the student's responsibility to notify the Instructor & School if a lesson is to be missed for any reason. Make-up lessons or credits are only granted for an absence in which the Instructor or School is notified at least 24 hours in advance. If the teacher is absent, the lesson will be rescheduled or a credit will be given. Group lessons cannot be made up.

If a student chooses to discontinue lessons, we require 2 weeks notice in writing to the director. Refunds will only be issued if the account has a credit of more than \$50. Group class refunds cannot be issued after the second group class. All refunds will have an

administration fee of \$20 deducted. Full refunds with no fee deducted will be issued for classes or workshops cancelled by the director.

Punctuality: Students should arrive on time to each lesson. If students arrive late to a lesson, instructors will not infringe upon the next student's time. Even though a full thirty minutes is not given, the student is at fault for not being on time and that lost time cannot be made up.

Materials: Your instructor will provide information on what materials you need for your lessons. Each instructor will have method books and music they will want students to get at the cost of the student. Most of these will be available from area music stores (Portland Music Sheet Music Store in Beaverton, Sheet Music Service in Portland, etc.).

Practice is mandatory: Daily practice is essential for student improvement. Each instructor will assign music weekly for the student to work on before the next lesson.

Recitals: Participation in recitals or other performance opportunities is strongly encouraged. Recitals will be scheduled twice a year. The Winter Recital will be Saturday, January 31, and the Spring Recital will be Saturday, May 30th.

Accompanists: If the student needs an accompanist for the recital (other than their instructor) an accompanist fee of \$30 will be added to that month's invoice. This covers two lessons working with the accompanist plus the Recital.

2006-2007 Calendar: The School offers lessons through the typical school year: Sept. 2 through June 12, 2008. Optional summer lessons are available dependant on instructor availability.

Portland Christian Center and the School of Music will be closed and no lessons held:

September 1	Labor Day
November 27-28	Thanksgiving
December 22 - January 4	Christmas Break
February 16	President's Day
March 23-27	Spring Break
May 25	Memorial Day

Inclement Weather: In the event that snow or ice makes the road into the church too dangerous, the school will close and make-up lessons or credits will be given for the missed lesson or class. When in doubt check our website or call the church office for closure information.

Responsibilities: It is the responsibility of the parent and/or student to notify the School of Music when any problems arise, whether financial, instructional, or personal. Also please notify us of cancelled or rescheduled lessons so your invoice will be correct. Our hours are Monday through Friday, 8:00 AM to 5:00 PM.

I have read, understand, and will abide with this Policy Statement.

Signatures	Date
Student _____	_____
Parent _____	_____