

# District 214 Community Education

## Individual Lesson Program Enrollment Information & Policies

Revised: 8/13/20

### HOW TO REGISTER FOR INDIVIDUAL MUSIC LESSONS

There are three ways to register for lessons:

1. **Online.** Visit our online registration center at [ce.d214.org](http://ce.d214.org) by clicking the red 'Register Now' button in the top menu bar to register and pay by credit card. Online registration is fast, easy, and open 24 hours a day, 7 days a week!
2. **By phone.** Call our office at (847) 718-7700 during regular business hours to register and pay via credit card by phone. Please note that phone registration may be limited due to Covid-19 workplace limitations.
3. **In person.** Visit your school's main office. Ask for an Individual Music Lesson Registration Form at your school's office. Payment by check or cash are available through your school's main office. Payment by credit card is NOT available through your school's main office.

### PRICING

<u>Lesson Length</u>	<u>Price Per Lesson</u>
30 minute lessons	\$27 - \$32
45 minute lessons	\$40.50 - \$48

- Lesson prices vary depending on your instructor.
- Lessons provided during the school day may not last the entire duration indicated in the chart above due to scheduling of passing periods. Lesson prices will not be pro-rated in those instances.
- Students may enroll in a 4-lesson pack, an 8-lesson pack, or for the full semester. The 4-lesson pack is paid in full at the time of registration. The 8-lesson pack and the full semester options are paid in monthly installments. See the 'installment plan' section below for more information.
- Individual lessons are open enrollment, so students may begin at any point in the semester.
- Community Education does not offer financial aid or scholarship for private lessons at this time. However, some in-school music booster parent organizations do offer scholarship opportunities, students should ask their music teachers directly about those opportunities.

### PAYMENT POLICY

- Students are expected to register and pay BEFORE starting lessons.
- Students will not be allowed to attend a class or lesson until registration and payment is complete.
- Billing or invoicing for lessons is not available.

- If you are currently receiving a scholarship from the booster organization at your school, you must register via paper form available through your school's music teacher.
- Instructors may require the purchase of books or other materials for lesson purposes. Purchase of these materials is the responsibility of the student/family and is not included in the lesson fees.

## **INSTALLMENT PLAN**

Students enrolling in the 8-lesson pack or the full semester option may choose to pay via installment plan. Enrollment with the installment plan is available online or by phone only.

- The installment plan breaks payments up into monthly installments. Payment due dates are listed in our online registration system.
- A credit or debit card is required to participate in the installment plan.
- Remaining balances may be paid off in full at any time.
- Installment payments are automatically charged to the credit/debit card used at the time of registration. If an installment payment is rejected, you will receive an automated email from our system requesting you to make your payment immediately. If a payment is not made within 10 days of the installment payment due date, the instructor will be notified, and lessons will be suspended until payment is made. Any exceptions must be approved by the District 214 Community Education Supervisor. Chronically late payers may be withdrawn from the program and no longer allowed to participate.
- There is no additional fee to pay via the installment plan. However, any outstanding balances more than 10 days past due will be charged a \$15 late fee.
- Credit card payments may be made through your account online at [ce.d214.org](http://ce.d214.org), or by phone at (847) 718-7700. Cash or check payments may be made at your school's main office.

## **LESSON SCHEDULING**

- All lesson scheduling is to be handled directly between the student and the instructor.
- Lessons typically occur once per week at the same day and time each week, except for during breaks or holidays as indicated in the Individual Lesson academic calendar, or during emergency closings. Every-other-week lessons or ad-hoc lessons may be arranged at the discretion of the instructor.
- Make-up weeks are provided at the end of each semester, and are not typical lesson weeks. They are to be used only for make-up lessons as scheduled and agreed upon between the student and instructor.

## **EXCUSED ABSENCES**

Students must give a minimum 24-hour advance notice to the instructor for a lesson to be considered excused. One excused absence is allowed per semester. Instructors are obligated to provide a makeup

lesson at a mutually agreed upon day and time for excused absences. Makeup lessons must occur in the same semester as the originally scheduled lesson. If a makeup lesson is impossible to schedule, a credit for the one missed lesson may be applied to the student's account. Instructors are free to offer additional excused absences at their own discretion.

### **UNEXCUSED ABSENCES**

Unexcused absences are absences for which a student has not given 24-hour notice or for any additional absences beyond the one excused absence provided per semester. Instructors are not obligated to provide makeup lessons for unexcused absences, and lessons missed due to unexcused absences are non-refundable. If a student accrues three consecutive unexcused absences, the student is considered dropped and will be unenrolled from lessons. Paid tuition for dropped students due to excessive unexcused absences is non-refundable.

### **TARDY POLICY**

Instructors are required to wait up to 15 minutes after the scheduled start of a lesson for a student to arrive. Students arriving more than 15 minutes late to a lesson are considered an unexcused absence and are responsible for payment of that lesson. Instructors are not required to make up missed lesson time due to student tardiness. If an instructor is more than 15 minutes late to a lesson, the instructor is obligated to provide a makeup lesson for the full duration of that lesson.

### **WITHDRAWALS & REFUNDS**

All withdrawal or refund requests must be submitted in writing to the Community Education Office at [ce@d214.org](mailto:ce@d214.org). Withdrawal or refund requests cannot be made retroactive and are effective as of the receipt date of the written request. Verbal notification of withdrawal to the instructor or to any member of District 214 staff will not be considered adequate notice of withdrawal and will not be honored as such. Withdrawal requests will receive a prorated credit back to their Community Education student account for the unused lessons, minus the \$25 withdrawal fee. Cash refunds are not provided for withdrawal from individual lessons.

### **PUBLICITY CONSENT**

District 214 Community Education reserves the right to photograph and video/audio record lessons, classes, recitals and other events for documentation and publicity purposes. By signing the registration form or completing online registration, the student and the student's parent(s)/guardian(s) acknowledge and grant irrevocable permission for District 214 Community Education to include the student in images/video/audio for any publicity, marketing or communications purposes.

### **SUPERVISION DISCLAIMER**

Parents/guardians/caregivers are responsible at all times for supervising the safety of their children while on District 214 premises after school or during the summer. Furthermore, any child age 10 or

under receiving private music instruction on District 214 premises must have a caregiver present in the building at all times.

### **SMOKING, ALCOHOL, AND DRUG USE POLICY**

All District workplaces are drug and alcohol-free workplaces. According to federal law and school board policy, there is to be no smoking or use of tobacco products or electronic cigarettes; distribute, consume, use, possess, or to be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred; use or possess cannabis. This is in effect 24 hours a day, seven days a week. This includes attendance at all extracurricular activities.

### **PRICING DISCLAIMER**

We make every effort to ensure prices of our classes are correct and accurate in print and online. If an error is made and a class is listed with an incorrect price in the printed Program Guide, Community Education has the right to correct the class price without notice. Corrected prices for our classes will be reflected online.

### **LOGISTICS CHANGES**

It is sometimes necessary to make changes in the room, time, date, or location of our classes. On occasion, inadvertent errors may occur in the Program Guide. Community Education will make every effort to advise registered students of changes.

### **SPECIAL NEEDS**

It is the policy of Community Education to provide reasonable accommodations to students with disabilities, as long as their participation does not present a safety hazard to themselves or others. Students with disabilities may contact our office to request accommodations.

### **EMERGENCY CLOSINGS**

Emergency closings will be posted on our website, communicated via email, and a message left on the outgoing voicemail message in the Community Education Office.