

The Noteworthy School

538 Venard Rd. Clarks Summit, PA 18411
noteworthy@bbc.edu 570.585.9297 www.bbc.edu/noteworthy

Lesson Policies & Procedures 2011-2012

Enrollment & Registration

Students may enroll in the school anytime (Fall, Spring, or Summer), and are expected to continue lessons until the semester's end. Interested students should contact the school at Noteworthy@bbc.edu or 570.585.9297 to set up an initial interview with the instructor. After completing the registration form and submitting the registration fee, students will be assigned a lesson time.

Registration fees & Tuition

Registration fees must be paid to reserve a lesson time for fall or spring semesters. **Only one fee per family.** These fees are payable to Baptist Bible College by either cash or check.

Summer Semester: Tuition is paid monthly based on instructor and student availability. This is paid to the instructor by cash or check.

Fall and Spring Semesters: Tuition is paid to the instructor by cash or check. The first half of the tuition payment is due the first week of lessons. The second half of the tuition payment is due at the mid-point of the semester.

Tuition rates will be adjusted as necessary for students who begin in the middle of a semester term. The Noteworthy School reserves the right to discontinue lessons if tuition is not paid.

2011-2012 Lesson Costs:

Fall 2011 (September 5th through December 19th = 14 Lessons)

Registration fee: \$40

Half hour: \$245

One hour: \$420

Spring 2012 (January 2nd through May 7th = 18 Lessons)

Registration fee: \$40

Half hour: \$315

One hour: \$540

Summer 2012: No registration fee

Half hour: \$17.50

One hour: \$30.00

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Refunds

Full refunds will be given only if a student withdraws before the beginning of a semester for which full tuition has been paid. No partial refunds will be made after the fourth week.

Missed Lessons

If a private lesson is missed because of student illness, the time may be made up at the discretion of the instructor - provided s/he is notified 24 hours prior to the lesson. (No more than two make-up lessons can be assured each semester.) Instructors are not required to reschedule lessons missed because of vacation, sports activities, concert tickets, etc. However, it is courteous to inform your instructor at least 2 weeks in advance of the lesson. Lessons missed due to instructor absence will be rescheduled.

Practice

Students are expected to practice a minimum of five days a week. Suggested daily practice times: beginners 15 min. 2x a day, elementary through grade five at least 30 minutes a day; grades 6-8, 45 minutes a day; grades 9-12, 60 minutes a day. The Noteworthy School may drop students who are unable to fulfill practice expectations on a regular basis.

Conferences-Visits

Parents may visit at any time and are welcome to attend lessons on a regular basis. Conferences may be scheduled with the instructor or the Noteworthy School's Director (Jenean Truax) to discuss curriculum or your child's progress. Your comments are always welcome!

Recitals

All students perform in at least one program during the school year – upon recommendation of the teacher. Students are asked to "dress" for the occasion (no jeans, sneakers, etc.)