



Northwest Academy of Music, Inc.
3700 N. Government Way, Ste. A, Coeur d'Alene, ID 83815
(208) 667-6200
www.nwacademy.com

Class Attendance, Tuition and Absences

Policy Revision March 15, 2017

Classes are run based on a minimum enrollment system. A class is presumed to begin on the start date if four or more students enroll. The tuition you pay reserves a place for you in class. Therefore **there is no reduction in tuition for missed lessons**. A refund may be given for class tuition and fees paid in advance minus a \$15.00 processing fee if notice is given in writing that the enrolled child will not be attending. Notice must be provided three weeks (21 days) in advance of the first day of class in which the child is enrolled. No refund will be given for less than three week's advance notice out of fairness to those already enrolled. In other words, we do not want to be in the situation of having to cancel a class due to last-minute withdrawals after telling the other students a class is set to begin.

Consistent weekly attendance is paramount to your child's musical success. You may make up your lesson in another class at the same level if one is available. If you are going to be absent please call the Academy at 667-6200 and leave a message noting the date and time you will miss. Only enrolled students and their parents may attend class. Out of fairness for others no unpaid siblings are allowed in the class room. Attended youngsters or responsible older siblings are welcome in the waiting area during class time.

Parent Attendance and Home Activities

A parent or family member is required to attend every class with his/ her child up through second grade. This aids in at-home activities and creates a bond which greatly enhances the child's musical experience. Parents of older students are welcome to attend class at any time.

Occasionally we have more than one parent or grandparent wishing to attend music class with their child. We welcome the family support. However, we have noticed that when adults attending with a child outnumber the teacher, the child tends to give more attention to the adults than to the teacher. This can distract a child away from the learning process. It can also create an overcrowded classroom in our larger classes. Because of this we ask that only **one adult per child** attend music class. This doesn't mean that a child can't come with different adults on various weeks (mom one week, dad or grandparent another week). It is also okay if a second adult comes in for a few minutes on a one-time basis to see what we do. Our focus is on making the lesson the best it can be for your child.

Foul Weather Policy Classes generally meet even when schools are canceled. If music classes are canceled, we will call you in advance. You may also call the school at 667-6200.

Cellular Phones Cellular phones must be turned off while class is in session.

Class Length We guarantee class length based on attendance. If a given class falls below 4 students attending, class time may be adjusted accordingly.