

# **SCHOOL of FINE ARTS**

## **Policies and Procedures 2024**

### **FINANCE POLICIES**

Enrollment: The SFA welcomes new students at any time.

Students enrolled in the Fall are automatically enrolled for the Spring on the same day and time as the Fall, unless the SFA Director is notified in writing of a lesson time conflict. Students will need to re-enroll for the Summer program.

#### **Registration fees:**

Registration fees will be collected before the first lesson. They are as follows: - September-May one-time non-refundable Registration Fee: \$50. –

Summer non-refundable Registration Fee: \$25.

#### **Tuition fees:**

Upon registering, tuition will automatically collected on the 5th day of the month during both semesters through Tuition Express beginning with September. Payment collection is subject to slight change dependent on holidays or non-banking days.

There will be 4 Fall collections (Sept-Dec) and 5 Spring collections (Jan-May). Each payment being the average monthly cost of lessons during the semester.

The full amount for Summer tuition is due by June 5<sup>th</sup> and is collected through Tuition Express.

If you prefer to pay the full amount at the beginning of the Fall and Spring semester, please contact the Director for this option.

Payment method: Payments are collected through credit card or a checking account. If a credit card is used, there will be a 3% processing fee. A fee of \$25.00 will be charged for payments that are rejected after 3 days of the lesson having taken place.

#### **Cancellation Policy:**

There is a 30-day cancellation policy. Please notify the Director ([finearts@westumethodist.org](mailto:finearts@westumethodist.org)) at least 30 days prior to your intended last lesson so that you will not be charged for the next month's lessons. Additionally, please contact the Director two weeks prior to your desired return to be put back on the schedule. Due to scheduling constraints we cannot guarantee your same lesson time when you return.

**Absence (Missed Lesson) Policy:**

Students are to contact their instructor prior to an absence. Two makeup lessons may be granted in the Fall and Spring semesters, and one makeup in the Summer semester, as long as the instructor is notified at least 24 hours in advance of the absence.

In the event of sudden illness, an excuse will be granted if notification is made to the instructor by 9 am on the lesson day. In some studios and with the agreement of the instructor, the student may be able to take a virtual lesson at his/her appointed time if the student is well enough to take the lesson, but concerned about being contagious to the instructor.

If a student is ill and home from school, the student will not be allowed in the lesson that day and will forfeit his/her lesson. Make-up lessons will not be granted for no-shows to in-person or virtually scheduled lessons or for unexcused absences. The instructor will make a reasonable attempt to make up excused absences. However, if the instructor documents several date offerings that are not accepted, the SFA may deem the lesson a loss. Make-up lessons must be completed within one week of the conclusion of the semester. No make-ups will be given for make-up lessons missed.

I understand and agree to comply with SFA's above Finance policies as described above.

THE SCHOOL OF FINE ARTS reserves the right to refuse instruction to any student who does not abide by the school's stated policies or does not respect the church staff and facilities. No refunds will be given.

THE SCHOOL OF FINE ARTS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin.

**MEDIA RELEASE**

I grant permission to the School of Fine Arts to use my/my child's image, without being named, for use in school media publications including: email blasts, recruiting brochures, church newsletter, video, social media platforms, church website and other promotional materials.

I understand and agree to comply with all of SFA's POLICIES & PROCEDURES as described above.

Signature\_\_\_\_\_



We are excited to offer the safety, convenience and ease of Tuition Express®— a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD**

I (we) hereby authorize **West U Methodist School** to initiate credit/debit card charges to the below-referenced credit/debit card account (**Section A**) OR, initiate direct debit entries to my (our) checking/ savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. **Please note there is a 3% non-refundable surcharge for each credit/debit card charge; direct debit entries from checking/savings accounts will not be charged this fee.**

Child(ren) Name(s): \_\_\_\_\_

**COMPLETE ONE SECTION ONLY**

**SECTION A (Credit/Debit Card)**

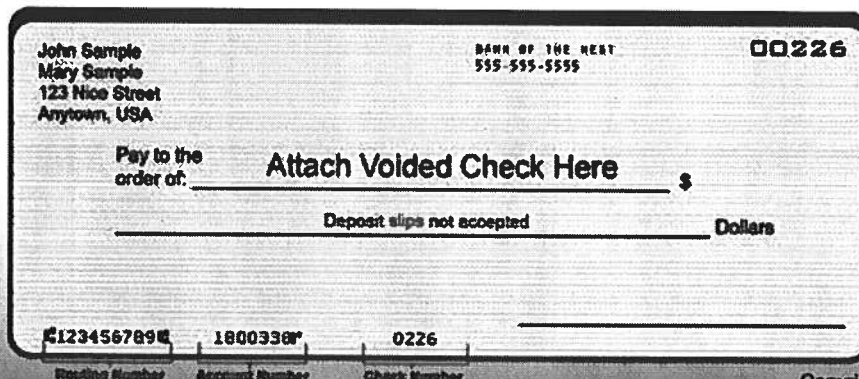
Cardholder Name		Phone #	
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

**SECTION B (Bank Account)**

Your Name		Phone #	
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Authorized Signature	Date		

**For Official Use Only**

Date Received
Employee Signature



A service of

