

FBC Arts Academy Policies and Procedures 2024

REGISTRATION FEES

There is a registration fee of \$25 per student, per class, due at registration. Registration fees are non-refundable and non-transferable. Registration is no longer current once the student withdraws from the class for any period of time, and a new registration fee will be applicable to re-enroll.

TUITION

Tuition is due on the 1st of every month. Reminder emails will be sent on the 20th of each month. Any payment made after the 5th of the month will be subject to a \$10 late fee. There is no contract, however we do require a month-to-month commitment. Links for payment may be found at: fbckaufman.com/artsacademy

BILLING SCHEDULE

Arts Academy has its own billing schedule in which there are 48 lesson-weeks per year. Tuition includes 4 weekly lessons per monthly billing cycle. Each month of the year has 4 weekly lessons accounted for. The billing schedule starts on different days each month; however, tuition is always collected on the 1st.

WITHDRAWING FROM LESSONS

To cancel lessons, a withdrawal form must be filled no later than the 15th of the month prior to cancellation. Your last weekly lesson will be according to the Academy's billing schedule. Once the Withdrawal Form is completed, your lesson time will be made available for another student. Any unpaid lesson fees due to the Academy must be paid upon withdrawal. The Withdrawal Form may be found on the FBC Arts Academy website.

SCHEDULING

Lesson times are based on availability within our class schedule. Therefore, once enrolled, a student is not guaranteed a schedule change upon request. Scheduling requests must be made through the office and not through the instructor as only the office has full visibility of classroom and employee availability.

MAKEUP POLICY

We do not re-schedule missed private lessons due to student conflict. Instructors of FBC Arts Academy are scheduled and paid based on your enrollment commitment. Re-scheduling group and private lessons is unfair to instructors and other students. Please inform your instructor if you will not be available for a lesson. Multiple no call/no shows may result in un-enrollment. In the event of instructor absence, a makeup lesson will be arranged.

INCLEMENT WEATHER

FBC Arts Academy follows Kaufman ISD for inclement weather closures. FBC Arts Academy reserves the right to implement closures outside of KISD closures should we feel it is in the best interest of the safety of our students and instructors. Should a lesson/class be missed, it will be rescheduled.

LESSON TIME

All lessons and classes will be held on campus at FBC Kaufman. Students are expected to be in class on time and ready to learn. Students should not bring cell phones or other devices, gum, food, or drinks into the classroom. Water in a sealable container is acceptable. Please refrain from running, horseplay, fighting, and misuse of equipment. Students are expected to be appreciative and receptive of the instruction provided by their instructor, and encouraging to fellow students. Students should be dropped off no more than 10 minutes before their lesson time, and picked up no later than 10 minutes after their lesson ends. Children should not be left unsupervised.

PERFORMANCE OPPORTUNITIES

FBC Arts Academy will host two recitals per year: one at the beginning of the summer, and one at the end of the year. Although these recitals are not mandatory, they are strongly encouraged for each student.

OPEN DOOR POLICY

FBC Arts Academy has an open-door policy. Parents are always allowed to sit in on private lessons.

RELEASE OF LIABILITY

Parents, legal guardians of minors, students, and adult students waive the right to any legal action

for any injury sustained on Academy property resulting from normal lesson activity or any other activity conducted by the students or their siblings before, during, or after lesson time, including hearing loss or hearing damage. FBC Arts Academy is not responsible for any damage done to vehicles or items stolen from vehicles.