



Gifted Music School Policies

2024 - 2025

This document is a compendium of Gifted Music School's Policies and Procedures. It provides the most relevant information about general student life at Gifted Music School. All students and parents are responsible for abiding by the regulations and procedures contained within this document, so please read this carefully and keep it for future reference. Throughout this document, we may refer to primary caregivers as "parents" for simplicity. Similarly, there are occasions when we refer to students as "children" This terminology is not intended to alienate any members of our vibrant and diverse community.

Please be advised that the provisions of this document are not to be regarded as an irrevocable contract between the student and Gifted Music School, its programs, or its employees. Gifted Music School reserves the right to change admission procedures, tuition fees, courses of instruction, curriculum requirements, areas of study, faculty listings, academic policies, and general regulations.

LOCATION

Gifted Music School
Leon and Karen F. Peterson Building
182 South 600 East
Salt Lake City, UT 84102

BUILDING HOURS

Monday- Friday, 2:00 pm — 8:00 pm
Saturday 8:00 am — 3:00 pm
Sunday Closed

CONTACT US

MAIN PHONE (385) 222-7787

EMAIL/WEBSITE info@giftedmusicschool.org; www.giftedmusicschool.org

OFFICE EMAIL

Student Services: registration@giftedmusicschool.org

Financial Aid: scholarships@giftedmusicschool.org

Conservatory: conservatory@giftedmusicschool.org

Preparatory: preparatory@giftedmusicschool.org

Suzuki Program: suzuki@giftedmusicschool.org or kbaird@giftedmusicschool.org

Facilities: scheduling@giftedmusicschool.org

Piano Maintenance: wpizza@giftedmusicschool.org

Development: giving@giftedmusicschool.org

Executive Director Eugene Watanabe

Preparatory Director Susan Andersen

Conservatory Director Linda Duan

Development Director Stephanie Ogden

Business Manager Christina King

Executive Assistant and Corporate Secretary Anna Maxwell

Suzuki Program Coordinator Katherine Baird

GRIT Coordinator Abby Dreher

Conservatory Orchestra Coordinator Shenae Anderson



School Policies and Procedures

Welcome to the 2024-25 academic year at Gifted Music School.

This document contains information about student life, rules and regulations, policies, and expectations of all GMS students and families. Please read this document carefully and refer to it as needed.

Note: If you have questions about the content of this document or any other aspect of student life at Gifted Music School, please feel free to consult your instructor or contact our Student Services team at registration@giftedmusicschool.org.

School Calendar

Gifted Music School runs on a full-year calendar comprising three semesters. Students enrolled in Individual Lessons will receive 32 lessons between the Fall and Spring semesters and at least six in the Summer. Classes and ensembles may follow slightly different schedules within the parameters of the semester's start and end dates.

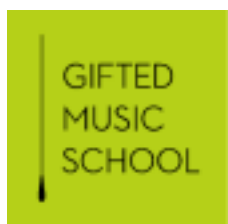
SEMESTER PERIOD

Fall Semester | August 19, 2024 — December 18, 2024

Spring Semester | January 6, 2025 — May 19, 2025

Summer Semester | June 2, 2025 — August 15, 2025

Note: Summer lesson requirements vary by studio; however, the school requires a minimum of six (6) summer lessons to retain studio placement.



School Policies and Procedures

Admission Information

Students interested in lessons or classes at Gifted Music School should complete the registration form on our website or contact registration@giftedmusicschool.org. The Student Services Staff will respond to all applications and registration inquiries. Registration forms and details about Gifted Music School's current offerings can be found at www.giftedmusicschool.org/lessons-and-classes.

CONSERVATORY ADMISSIONS

A highly selective audition process determines admission to the Conservatory at Gifted Music School. To apply, students must complete the online application, pay the \$65 application fee, provide a letter of recommendation, and perform a live audition for the faculty. Questions about the Conservatory or its admission process can be directed to the Conservatory Admissions Staff at conservatory@giftedmusicschool.org.

Application forms, audition requirements, and additional information for Gifted Music School's full-scholarship Conservatory program can be found at app.getaccepted.com/giftedmusicschool.

ADMISSIONS EVENT DATE

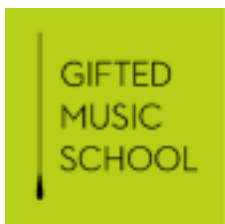
Application portal becomes available on March 1

Deadline to submit the application and fee is May 1

Live auditions at Gifted Music School in late May

Decision letters sent by June 15

Note: The \$65 application fee is nonrefundable and must be paid through the application portal upon application submission. Applications will not be considered complete until the fee has been received. Audition requirements may change yearly; the most accurate information will be posted to Accepted when the online portal starts accepting applications.



School Policies and Procedures

Private Lesson Policies

Students of all ages and skill levels can enroll in Individual Lessons at Gifted Music School. We offer private instruction in voice, composition, and twelve instruments. Lesson Packages at Gifted Music School allow students to become a part of a vibrant school community. In addition to providing nurturing and structured lessons, Gifted Music School offers students a variety of performance opportunities, professional evaluation, expert placement, supplemental group classes, and access to masterclasses with renowned guest artists.

TRIAL LESSONS

30-minute trial lessons are available to prospective students and charged according to each instructor's current rate. Trial lessons can be arranged by emailing registration@giftedmusicschool.org.

OBSERVATION LESSONS

Gifted Music School requires all prospective student families to observe at least one (1) lesson before beginning private lessons. These observations are free of charge but should be treated as a real lesson with punctual attendance and respectful participation. Observations can be arranged through the Student Services Staff by contacting registration@giftedmusicschool.org.

WAITING LISTS

If any class or studio at Gifted Music School reaches capacity, registrants can join the waiting list until an opening occurs.

LESSON DURATIONS

Private lessons are taught weekly for 30, 45, and 60 minutes. There are 32 lessons between the Fall and Spring semesters and 6+ lessons in the summer. The number of summer lessons varies by studio instructor; however, six are required to retain studio placement.

Note: Summer schedules are flexible to allow our faculty to participate and/or present at national conferences, institutes, workshops, teacher training, summer festivals, and other professional development activities.

School Policies and Procedures

ATTENDANCE

All students are expected to be punctual and consistent in attendance for all Gifted Music School offerings. Repeated tardiness or unexcused absence is disrespectful to the faculty and peers and may result in a meeting between the school administration and the student's caregivers. Faculty will wait up to 10 minutes for a tardy student—after this point, they may leave, and the lesson will be marked as a non-refundable student absence. Lesson times will not be extended to accommodate student tardiness.

LESSON CANCELLATIONS

In the event of a lesson cancellation due to faculty absence, the instructor will provide a makeup lesson with the student at a mutually convenient time. **Lesson cancellations due to student absence are not refundable or eligible for makeup credit(s).** If sufficient notice is given at the beginning of the semester, faculty can reschedule lessons that conflict with religious holidays. Our instructors maintain highly active teaching and performing schedules; as a courtesy, we ask that students notify both (1) their instructor and (2) the Student Services Staff at registration@giftedmusicschool.org of anticipated absences at least 24 hours before the lesson.

GROUP CLASSES

Each student is assigned to a recurring group or performance class. These classes are a key component of the private lesson experience at Gifted Music School, and students are expected to attend and participate. Parents are not expected to attend these classes, as space is often limited for audience members.

STUDIO RECITALS

In addition to Jury Examinations, all instrumental and voice lesson students will perform in a studio recital hosted by their instructor after each fall and spring semester.

Note: Solo, book, and graduation recitals are not presently covered by tuition. These events are arranged at the discretion of individual studio instructors.



School Policies and Procedures

JURY EXAMINATIONS

Jury Examinations are **mandatory** for all returning students enrolled in instrumental and vocal music lessons through Gifted Music School. These evaluations give students a platform to demonstrate their progress to a panel of faculty jurors. Parents and guests are not permitted inside the exam room during the jury performance. Learn more by talking to your instructor or e-mailing juries@giftedmusicschool.org.

SEMESTER EXAM PERIOD

Fall 2024 November 12,13, 2024 (piano students only)

Fall 2024 December 16-18, 2024 (all other students)

Spring 2025 May 13 – 15, 2025 (all students)

PIANO TECHNIQUE EXAM AND INDEPENDENT STUDY (piano students only)

In addition to jury examinations in the Fall and Spring semesters, piano students at Gifted Music School also participate in Technique Exams in the winter and Independent Study in the spring. These events are mandatory for all piano students at Gifted Music School, except Independent Study, which is mandatory for Conservatory pianists and optional for pianists in the Preparatory. Individual studio instructors will communicate repertoire requirements and performance expectations for these events.

Note: These dates are subject to change. Student families will receive instructions directly from their studio instructor.

EVENT EXAM PERIOD

Technique Exam January 14, 2025

Independent Study March 12, 2025

GENERAL PIANO STUDIES (GPS) (piano students only)

In special circumstances, a student may be referred to the General Piano Study (GPS) program, a less-intensive track for pianists while maintaining high standards of excellence and steady advancement. Students are recommended for this track only by their teacher with the piano chair's approval.

HONOR ROLL & HONORS RECITAL

After each exam period, students who demonstrate outstanding jury performances may be added to the Honor Roll by faculty nomination. Additionally, the school may host an Honors Recital that features select students nominated to the Honor Roll.

HONORS RECITAL DATES:

Fall Semester: January 13, 2025

Spring Semester: May 19, 2025



School Policies and Procedures

ACCOMPANISTS

The school engages many collaborative pianists who support students at school-sponsored events. Please be aware that while tuition covers accompanist fees for juries, studio recitals, and school masterclasses, any events beyond these (e.g., federations, book recitals, rehearsals, etc.) must be arranged between the accompanist and families. The collaborative pianist will invoice families for these services. Please consult your studio instructor for guidance on which accompanist to approach for your event.

PERFORMANCES

Students enrolled in private lessons at Gifted Music School have various performance opportunities each semester. Individual instructors and program staff will communicate information specific to each performance.

DISTINGUISHED MASTERCLASS SERIES

Masterclasses are free to students and families in all GMS programs. Admission for non-GMS community members is \$20 per class. Conservatory students or students who study lessons with GMS faculty may be able to perform in the Distinguished Masterclass Series at Gifted Music School. When such opportunities arise, Department Chairs and the Conservatory Director will set audition instructions and deadlines and later communicate to student families by individual faculty members. We strongly encourage students to take advantage of these unique and rewarding opportunities to work with international-level artists and educators.

CHANGE OF TEACHER POLICY

The Preparatory Director's Office reviews and authorizes all teacher change requests. The first step for any student considering a studio transfer is to consult directly with their current instructor. If a resolution cannot be reached through these discussions, students may request a Petition for Exception to School Policy form by emailing the Preparatory Director at preparatory@giftedmusicschool.org.



School Policies and Procedures

PARENT INVOLVEMENT *(for students under the age of 18)*

Gifted Music School requires active parent or guardian involvement in every aspect of their student's instruction. Parent(s)/guardian(s) are expected to:

- Attend and participate in all private lessons (see Unaccompanied 16+ Policy exception below).
- Provide a supportive atmosphere for student practice, study, and listening at home.
- Guide students to complete all assigned homework from instructors (e.g., listening to assigned recordings, meeting practice goals, etc.).
- Refrain from cell phone usage during lesson

UNACCOMPANIED 16+ POLICY *(for students ages 16 to 18)*

Students taking private lessons through Gifted Music School who are 16+ years old may request to attend lessons without a parent or guardian under the following conditions:

- The student's guardian must sign a waiver (available through the Preparatory Director) before unaccompanied lessons occur. This waiver releases Gifted Music School from any liability.
- The guardian should attend at least one lesson per semester or otherwise conference with the teacher.
- The instructor and administration reserve the right to revoke this privilege if the student is not progressing.

SIBLINGS

We understand that it is sometimes necessary to bring siblings to lessons. Please note that children not in a lesson must stay with the family. Children may not be left unattended in any area of the school or under the supervision of any Gifted Music School faculty or staff.

Faculty can conclude the lesson early should a sibling become disruptive. If this occurs, please arrange for only enrolled children to attend lessons.

School Policies and Procedures

Class and Ensemble Policies

Another benefit of joining the Gifted Music School community is access to various music classes, workshops, and ensembles. Offerings span early childhood music, composition, and improvisation, advanced performing groups, adult music appreciation, community lecture series, ensembles, and more. There is something for everyone at Gifted Music School.

All policies specific to these classes (beyond the schoolwide policies outlined in this document) will be communicated on the school website or by your instructor during or before your first day of class. View all current class and ensemble offerings at www.giftedmusicschool.org/lessons-and-classes.

Conservatory Policies

Conservatory students are held to the schoolwide rules and regulations outlined in this document and policies specific to the Conservatory program. These can be found in the Conservatory Handbook. Students must study their private instrument lessons with GMS faculty. The Starling Scholarship and the Vera Piano Scholarship—generous full-scholarship grants for private lesson study with Eugene Watanabe and Dr. Vera Oussetskaia Watanabe—are eligible only for students enrolled in the Conservatory.

Young Community Artists Policies

This new program allows any student in the community to select and register for any of our nationally recognized Conservatory class offerings. YCA students can also attend our Distinguished Masterclass Series and concerts for free and reserve practice rooms at our facilities. Need-based and merit-based scholarships are available through our financial aid application at www.giftedmusicschool.org/financial-aid. Additionally, any students who study private lessons with our faculty will receive priority consideration for scholarships for their YCA class(es).

Class and registration details are listed at: www.giftedmusicschool.org/yca. Please note each class's specific registration deadline(s) and prerequisites, such as a video recording audition requirement or a placement exam. For YCA orchestra applicants, decisions of the audition panel (consisting of GMS faculty) will be final. Regular attendance is expected for all students—excessive absences (more than 2 per semester) will lower $\frac{1}{3}$ of a letter grade for each consequent absence and possible dismissal from the class or concert. Please inform the Conservatory Director Linda Duan (lduan@giftedmusicschool.org) if you cannot attend a class.



School Policies and Procedures

Withdrawals

Withdrawals are refundable up to 24 hours before the third lesson of the corresponding semester. **Once this withdrawal deadline has passed, tuition is non-refundable, and the family is responsible for paying for all remaining lessons in the semester** regardless of attendance.

Note: Exceptions to the school's refund policy may be granted in case of a family or medical emergency but are assessed on a case-by-case basis. Student families must contact Student Services and complete a Petition for Exception to School Policy via DocuSign, returning electronically within 14 days of the missed class. Petitions must include a personal statement and any relevant supporting documentation. "Refundable" means that semester-length tuition obligations will be forgiven; lessons that have already occurred cannot be refunded.

The recommended process for withdrawing is as follows:

1. **Consult with your instructor first**, explain why you are considering withdrawing, and allow the teacher ample opportunity to respond or make recommendations. If this conversation with your instructor does not yield a clear resolution or alternative to withdrawing, proceed to the next step.
2. **Contact the Preparatory Director** and submit a request to withdraw. The Student Services team will also communicate fees incurred and eligibility for a refund.

Note: Merely (A) informing an instructor of an intent to withdraw or (B) withholding payment does not constitute a withdrawal, nor does it release a student's family from their contractual obligation of paying tuition. Submitting a Petition for Exception to School Policy does not guarantee refund request approval.

Tuition

PRIVATE LESSON TUITION

Tuition for Private Lessons at Gifted Music School includes weekly individual lessons, regular group classes, jury examinations, studio recitals with accompaniment, masterclasses performance opportunities, and more.

Gifted Music School charges tuition by semester. Tuition for the remaining lessons in any semester is refundable until 24 hours before the third lesson.

CLASSES AND ENSEMBLES

Tuition amounts for classes and ensembles vary by offering type and duration. We cannot provide refunds for any class or ensemble after the withdrawal deadline has passed.



School Policies and Procedures

CONSERVATORY

A full-tuition scholarship of \$15,750.00 is awarded to all students admitted into the Conservatory at Gifted Music School. Tuition covers all Conservatory course enrollment and ensemble participation—Students are responsible for the cost of private and supplemental piano lessons. To donate to the Conservatory scholarship fund, please visit www.giftedmusicschool.org/donate.

Fees

REGISTRATION FEES

A **\$25 registration fee** (per family) is assessed each year in the fall or at the initial time of enrollment.

CREDIT CARD CONVENIENCE FEES

A **3.0% convenience fee** is applied to all credit card tuition transactions. This fee helps the school offset merchant processing charges. Tuition payments via ACH withdrawals involve no additional fees.

LATE PAYMENT FEES

A **\$25 late payment fee** is assessed to those who have not paid their account balance by the dates below. Late fees collected are applied to our general scholarship fund.

- If **Semester Payments** are not paid within fifteen (15) days of the invoice due date, a late fee of \$25 is assessed. Lessons shall be suspended if payments are not received within thirty (30) days of the invoice due date.
- If **Monthly Payments** are not paid by the 15th of each billing month, a late fee of \$25 is assessed. If payments are not received by the end of the month, lessons shall be suspended.



School Policies and Procedures

CONSERVATORY FEES

A one-time **\$65 conservatory application fee** is due at the time of application into the Conservatory program. Applications will not be reviewed until this fee has been received. An annual **\$150 conservatory registration fee** is also due at the beginning of the school year. Families facing financial hardship may be eligible to have this fee waived. See the Conservatory Student Handbook for details.

Financial Aid

Gifted Music School is committed to making high-quality music instruction accessible to students of all ages and backgrounds. To accomplish this, we offer a limited number of need-based, partial-tuition scholarships to families who qualify. Learn more at www.giftedmusicschool.org/financial-aid.

Note: Applying for financial aid does not guarantee any financial assistance will be awarded—the scholarship committee reviews all applications and makes award decisions based on a family's demonstrated financial need and available funds.

All financial aid applications must be submitted by the posted deadlines. Applications submitted after this date will not be considered.

SEMESTER DEADLINE TO APPLY

Fall 2024 Semester: August 5, 2024

Spring 2025 Semester: December 11, 2024

Summer 2025 Semester: May 6, 2025

SUPPORT THE SCHOLARSHIP FUND

If you are interested in making a gift toward the general scholarship fund or establishing a named scholarship fund, please contact us at giving@giftedmusicschool.org.



School Policies and Procedures

Student/Parent Portal (“My Music Staff”)

The Student Services Staff manages all student accounts, invoices, and electronic payments through an online portal called My Music Staff. My Music Staff allows student families to manage their billing information, view upcoming events and classes specific to the family, pay tuition online, track practice hours, keep school communications in one place, and more. A personalized, password-protected account is created for each family at the time of registration, and a series of instructional videos can be found in the Online Resources section of your account.

My Music Staff can be accessed at www.giftedmusicschool.org/parent-student-login.

Location

Our campus address is 182 South 600 East, Salt Lake City, UT 84102. This facility is called the Leon and Karen F. Peterson Building, sometimes abbreviated as “LKPB.” All classes and ensembles will occur at this building, in one of our neighboring City Academy classrooms, or online. Teaching modalities and locations for private lessons will vary by individual studio instructor. Students should receive clarification on mode and location directly from their studio instructor at the beginning of each school year.

Parking

Parking facilities in the garage are reserved for faculty and staff during working hours. Students and guests can find curbside parking at 600 East or 200 South. Gifted Music School is not responsible for vehicle loss, damage, or theft; therefore, we suggest locking your doors and not leaving valuables in the car.

School Closures

In rare instances, Gifted Music School’s administration may decide to close the building due to inclement weather or other emergencies. Example scenarios include inclement weather, road closures, flooding, power outages, public health crises, etc. In the event of a closure, the school administration will try to notify affected parties via their contact information in My Music Staff.



School Policies and Procedures

Practicing

Practice space at Gifted Music School is limited; however, students may request practice facilities by emailing scheduling@giftedmusicschool.org or speaking to an attendant at the front desk.

Facilities & Maintenance

All of our pianos have been generously donated. No personal items (including instruments, cases, water bottles, food items, backpacks, etc.) should be placed on top of any piano to preserve these instruments.

We rely on our community of students, parents, faculty, and staff to keep our facilities well-maintained. If you notice any problems with a room or piano, please notify a staff member or complete the online reporting form at www.giftedmusicschool.org/report-concern-or-incident.

Damage, removal, or vandalism of any facilities or property belonging to or shared with Gifted Music School is strictly prohibited. Any student found violating this policy may be subject to a fine and/or immediate dismissal, as well as potential criminal prosecution.

Lessons, group classes, and rehearsals scheduled by the Student Services Staff always take precedence in determining room availability. Regular classes cannot be relocated to accommodate special events (e.g., masterclasses, workshops, clinics, lectures, festivals, etc.). Inquiries regarding room availability or facility rentals should be sent to scheduling@giftedmusicschool.org.

Visitors

Except for events advertised as “open to the public,” all Gifted Music School lessons, classes, rehearsals, and other private school activities are closed to the public. Visitors are not permitted to visit any property owned or shared by Gifted Music School without the express permission of a staff member.

Pets

Pets are not permitted on any Gifted Music School property; however, individuals possessing a service animal may email accommodations@giftedmusicschool.org to inform the administration of a need for an exception.



School Policies and Procedures

Prohibited Items

The following items are prohibited on or near any Gifted Music School property or event: tobacco, alcohol, drugs, e-cigarettes, weapons (including toy or imitation weapons), matches and lighters, fireworks and other explosives, and aerosol sprays.

Items determined to be disruptive, offensive, or hazardous not listed above will be addressed individually by the faculty and school administration. Gifted Music School reserves the right to temporarily confiscate any item which jeopardizes the safety of our students and/or is found to be disruptive. All confiscated items will be held at the front desk and can be picked up by a parent or guardian after the activity.

SMOKING, DRUG, & ALCOHOL POLICY

The possession, distribution, sale, and use of cigarettes, drugs, and alcohol on or near any Gifted Music School property or event is strictly prohibited. Violations of this are grounds for immediate dismissal.

Misconduct & Dishonesty

Dedication, self-discipline, honesty, and integrity are hallmarks of our students, and Gifted Music School does not tolerate any form of dishonesty or misconduct. This includes, but is not limited to, lying, cheating, theft, and plagiarism.

Harassment & Bullying

Gifted Music School does not tolerate any form of bullying, abuse, violence or harassment. Violation may result in immediate dismissal. Students who experience any form of bullying (including online harassment) from another student, parent, or staff member should report the incident to a staff member or online at www.giftedmusicschool.org/report-concern-or-incident.

Faculty, staff, parents, and students are expected to treat one another with courtesy and mutual respect.



School Policies and Procedures

Dismissal

Gifted Music School reserves the right to dismiss students for any of the following reasons:

- Frequent and or unexplained absences, including three or more consecutive missed lessons lessons
- Excessive tardiness.
- Parent/Guardian absence from lessons. An adult guardian must accompany and observe the child during every individual lesson.
- Behavioral concerns
- Failure to abide by school policies.
- Delinquency in tuition or fee payment.

Safety & Security

Gifted Music School is deeply committed to providing a respectful and welcoming environment for all of our students, parents, faculty, and staff. A comprehensive list of school safety and security information, policies, and resources can be found online at www.giftedmusicschool.org/safety.

Anyone who believes a child may be missing should notify a staff member. General concerns may also be reported online at www.giftedmusicschool.org/report-concern-or-incident.

Anti-Discrimination Statement

Gifted Music School does not tolerate discrimination or harassment based on race, ethnicity, color, religion, creed, national origin, sex, pregnancy, parental status, genetic information, marital status, age, disability, sexual orientation, gender identity, gender expression, citizenship status, veteran status, reproductive health decision making or any other classification protected by law (referred to as "protected classes") in matters of admissions, auditions, employment, services, or in the educational programs or activities Gifted Music School operates. Such conduct violates Gifted Music School's core values of equity and equal opportunity in music education. If any individual believes this policy has been violated, they should notify the school administration promptly by filing a report at www.giftedmusicschool.org/report-concern-or-incident.



School Policies and Procedures

Use of Touch Policy

High-quality music education almost invariably relies on physical contact between students and instructors. Singing and playing musical instruments are highly physical activities. Consequently, improper posture or other physical techniques can lead to injuries such as tendonitis, carpal tunnel syndrome, and bursitis.

The use of touch allows our faculty to identify points of tension, correct bad habits, steer or direct students, demonstrate instrument-specific physical concepts, and help students gain body awareness and control over the various motor skills related to their voice or instrument.

The terms of Gifted Music School's Use of Touch Policy are as follows:

- In masterclass settings, teachers will endeavor to ask permission to touch a student in advance, but in weekly class and lesson formats, parents and students must sign and review the consent form on the school's policies and procedures document annually.
- Once consent is given, our faculty are not obligated to warn the student or parent of each instance of physical contact—it will be assumed that consent for physical contact in lessons is granted until the parent or student expresses otherwise.
- Parents and students who feel uncomfortable using touch in specific instances must communicate this with the faculty member. Parents who wish to revoke consent for the use of touch permanently must communicate with the faculty member and school administration.
- A parent or guardian must always be present when an instructor physically contacts the student.



School Policies and Procedures

Declaration of Tuition Payment Method

Tuition and fees must be paid in full and on time each semester. Invoices are sent at the beginning of each semester and in a digital format only. **Student families are responsible for updating their contact information in My Music Staff, checking their email inboxes, and responding to school communications promptly.**

Gifted Music School charges tuition by semester and cannot prorate individual classes, rehearsals, workshop dates, or private lessons for continuing students (i.e. students in their second or later semester must commit to the full semester's amount of lessons). All students must declare their payment intentions at the beginning of each school year, and students are not officially enrolled until they have declared a payment option. Please view all available options below and select your preferred method of payment.

Note: Gifted Music School does not accept checks for tuition payments.

TUITION PAYMENT OPTIONS *(choose one)*

Pay the full balance (one-time semester payment) with ACH Bank Withdrawal. There are no additional fees! This is the easiest way to pay tuition, and there are no convenience or setup fees. Simply add your bank information to My Music Staff in advance of payment.

Pay full balance (one-time semester payment) with Credit Card using Invoice Link. A convenience fee of 3.0% is applied to each transaction. Payment can be made directly through My Music Staff or on the link in the emailed invoice.

Pay balance gradually (monthly installments) with Automatic ACH Bank Withdrawals. **No Additional Fees!** There are no convenience or setup fees for ACH bank withdrawals. Simply add your bank information to My Music Staff in advance of payment.

Pay balance over time (monthly installments) with Credit Card Withdrawals. A convenience fee of 3.0% is applied to each transaction in order to offset merchant processing fees. Simply add your payment information to My Music Staff.

PARENT NAME/DATE *(or adult student)* _____

SIGNATURE/ DATE _____



School Policies and Procedures

Tuition & Attendance Acknowledgements

All students enrolled in any Gifted Music School lesson package, class, or other activity must agree to the following statements.

STATEMENTS OF UNDERSTANDING *(initial each statement to acknowledge your understanding and agreement)*

- I understand that I am responsible for paying tuition for all instruction, whether attended or missed. If I am late in paying my tuition, I will be charged a \$25 late payment fee.
- I understand that all student-incurred absences (including illness) are not eligible for refunds or make-up credits. If I celebrate religious holidays that conflict with the school calendar, I will notify the school of those dates at the beginning of the semester.
- I understand that I am responsible for notifying both (1) my instructor and (2) the Student Services Staff via email of any anticipated absence at least 24 hours before the missed lesson or class.
- I understand that in the event of faculty illness or emergency, the instructor or school will attempt to notify parents via the contact methods stored in My Music Staff. If a lesson is canceled due to faculty absence, the instructor will provide a make-up lesson.
- I understand that classes and lesson times, once assigned, cannot be changed or adjusted during the semester without the express consent of the instructor.
- I understand that no credits or refunds are granted after the withdrawal deadlines outlined in this document. No refunds can be given for lessons already taken.
- I understand that continuing private lesson students are expected to attend semesters in their entirety, consulting the posted semester start and end dates and studio-specific summer schedules.
- I understand that new private lesson students may enroll at any point in the semester and tuition will be pro-rated for the number of lessons remaining in the semester at their time of enrollment.

PARENT NAME/DATE *(or adult student name)* _____

SIGNATURE/DATE _____



School Policies and Procedures

Media Release

Throughout the school year, students may be highlighted in efforts to promote Gifted Music School's offerings, activities, events, programs, and achievements. All students and parents/guardians (of those students under 18 years of age) give permission to Gifted Music School for the student's name, likeness, image, voice, interviews, performances, biographical information, and ideas ("Performer Rights") in connection to Gifted Music School to be used in promotional materials, marketing brochures, social media, posters, flyers, video and televised publicity, the school website, programs, and performances, without restriction as to changes or alterations. Students and parents/guardians waive any right to inspect or approve images, sound, or finished versions incorporating images or sound, including any written copy that may appear in connection therewith. Students and parents agree that Gifted Music School owns the copyright for these images and sounds and waive any claims they may have based on any usage of the images or sound (recordings).

ACKNOWLEDGEMENT

I hereby release, discharge, and agree to hold Gifted Music School harmless from any liability concerning the alteration, publication, and/or reproduction of these Performer Rights.

PARENT NAME *(or adult student name)* _____

SIGNATURE/DATE _____



School Policies and Procedures

Acknowledgment Form

All Gifted Music School student families must agree to adhere to School Policies and Procedures and sign this acknowledgment form. Students 18 years and older may sign this form without a parent or guardian, but all students under 18 must have a parent or guardian sign the parental acknowledgment.

Your signature affirms that you have read and agree to abide by all school policies and procedures. Gifted Music School reserves the right to dismiss a student for violating these policies and procedures.

STUDENT NAME(S) _____

SIGNATURE *(if student is 18 or older)* DATE _____

PARENTAL ACKNOWLEDGEMENT *(for students under 18)*

Your signature affirms that you have read and discussed these policies with the student(s) above and agree to abide by all school policies and procedures. Gifted Music School reserves the right to dismiss a student for violating these policies and procedures.

PARENT NAME _____

SIGNATURE/DATE _____