

## First Act Youth Company - Private Lesson Policies

Regular private students have reserve a weekly time slot with an instructor and are invited to perform one number in the end of term showcase.

### Step 1 For Registration

- 1) Complete the online registration form
- 2) FAYC will email with available times/days for your private lessons
- 3) FAYC & the family will agree on a time slot that works for the term

### Final Registration & Payment

A student is *fully* registered once the following materials are complete and submitted:

- 1) Signed Registration Form.
- 2) Annual Registration Fee Of \$50 (maximum \$75/family) includes: t-shirt + a personal locker for the year or term you've signed up for.
- 3) All required post-dated cheques for the terms applicable OR term payment in full at the time of registration

Term 1: September - December

Term 2: January - May

*Lessons can start at anytime throughout the year.*

### Withdrawal/Refund Policy

Four weeks' written notice is required if a student decides to terminate lessons for any reason. If a student must withdraw immediately, they will forfeit a fee equal to four lessons from the date of written notice. FAYC will refund any remaining tuition beyond the 4 weeks. You will forfeit all planned make up lessons. *Refunds will be granted within 2 weeks of written notice of termination.*

### Missed Lessons & Make Ups

There are two scheduled "make up" weeks at the end of the term which are not included in the regular lesson schedule. Students must give a minimum of 24 hours notice for any missed lessons. Make up lessons are given for a maximum of 2 missed lessons given we've received 24 hours notice. For any less than 24 hours notice and more than 2 missed lessons there will be no make ups and the funds will be forfeit. Instructors will make up any lessons cancelled on behalf of the instructor.

### Extra Costs

Please note that private lesson students may be required to purchase materials such as sheet music and/or books at students' expense.