



Office Hours

Inquiries are welcome 9:30 am to 7:00 pm Monday to Friday (except statutory holidays). The Principal is available by appointment.

Annual Registration

These **non-refundable fees** are payable at the time of registration. All past dues must be paid prior to acceptance of registration.

LESSON SCHEDULE & FEES

Full term consists of 36 weeks: September 8, 2020 - June 14, 2021

Payment Options : Option 1, 2 or 3

Tuition for lessons is due and payable at the time of registration in full by cash, cheque, debit, OR by 8 equal payments by either pre-authorized debit (PAD) on the 1st of each month or 8 post-dated cheques dated September 1, 2020 - April 1, 2021. Tuition for classes is due & payable at the time of registration in full by cash, cheque, debit, OR with 2 post-dated cheques dated September 1, 2020 and February 1, 2021. Fees are payable **IN ADVANCE of lessons** all post-dated equal payment cheques must be received by the school before October 1st, otherwise a \$25.00 service fee will be applied to the account. There will also be a \$10.00 service fee for any late payments received after the 1st of each month. Students may register during the school year (with the exception of Sing, Move & Play classes) and fees will be pro-rated.

Lessons Not Billed: Christmas Break (December 21, 2020 to January 3, 2021), Scholarship Awards Festival week (January 30 to February 5, 2021) and Spring Break (March 15 –March 28, 2020). Teachers may choose to make up missed lessons during these weeks. Private lessons that fall on statutory holidays have been included in the 36 week term and will be taught unless other arrangements have been made by the individual teacher. Please verify the schedule with your teacher. Group classes that fall on statutory holidays have not been included.

SERVICE CHARGES

Monthly Payment Surcharge - If the equal payment plan by cheque is chosen and 8 post dated cheques are not received by the office by October 1, 2020 a \$25.00 service fee will be applied to the account.

NSF Cheques - A \$21.00 service charge will be applied to accounts for each NSF/returned cheques or declined pre-authorized debit (PAD) transaction.

Registration Adjustments - Any adjustments must first be approved by the teacher. There will be no charge for the first adjustment; but for each additional adjustment initiated by the student, a \$15.00 service fee will be applied to the account.

Overdue Accounts - will be charged a \$10.00 administration fee / month.

Very Important - Instructors are directly dependent upon timely student payments. If payment is not received, the instructor is not paid. Your cooperation is appreciated.

POLICIES

Missed Lessons Policy- General

The School is under no obligation to provide refunds or make up lessons unless the lesson is cancelled by the teacher. Lessons missed by the teacher will be re-scheduled or a substitute will be provided. This policy is applicable to online and in-person lessons. Please see special exemption COVID-19 – In-Person & Online Lessons for the 2020/21 academic year. Credit requests for lessons missed by the teacher must be received by June 11, 2021. Request forms are available from the Registrar and will be verified with the teacher.

COVID-19 – In-Person & Online Lessons

For the 2020/21 academic year, an online lesson is considered a valid substitution for an in-person lesson. Students may request their lessons be taught online only. If a student is unable to attend, or a teacher is unable to teach, a private in-person lesson due to sickness or COVID-19 preventative measures, the lesson will be taught online, rescheduled or credited. Please provide as much notice as possible.

Students, or any accompanying person(s), who arrive for an in-person lesson while sick will be asked to leave the premises immediately, and the student will be charged for the lesson.

Transfer Policy

Transfers to another teacher should not take place during the year except in consultation with the current teacher. However, in exceptional circumstances, changes can be requested through the Principal and will be accommodated if scheduling permits. Transfer Request Forms are available from the Registrar. Due to the nature of **group classes**, transferring to another class is not recommended.

Cancellation Policy

It is understood that registration is for the full term of lessons and that the student has an agreement with the teacher to complete the year. Refunds are permitted only for moving out of the area or prolonged illness or injury (a doctor's note required). All withdrawal notices must be in writing and be given during the school year (excluding Christmas, Easter, and Spring Break). A cancellation fee equivalent to 2 lessons will apply. Post-dated cheques or the balance of the tuition fee will be returned. There will be **no refunds after April 15th.**

There will be NO refunds for students withdrawing from Ensembles or group classes as they are based on minimum enrolments and a sequential curriculum.
If LCMS has to cancel the class, a refund will be provided.

Privacy Policy

Your personal information (such as name, phone number, address, email, date of birth, emergency contact, medical condition we need to be aware of) collected on the LCMS registration form will be used for school administration, communication and accounting purposes only. We exercise care and diligence in managing, transmitting, and securing your personal information once it is received. LCMS does not share, transmit, or release your personal information to outside parties, except as required to do so by law. Your personal information (name, contact information) may be provided to public health authorities in the event it is required for contact tracing due to COVID-19 health measures.