

Back Creek Christian Academy Private Lesson Policy Agreement

Enrollment—August to September

Semester—September to June

RATES & FEES

- **Registration fee \$15** (non-refundable)—due at the time of registration
- **Private lesson rate \$75** per month X 10 months = \$750 for the year
- **Group lesson rate \$40** per month X 10 months = \$400 for the year
- **Late fee \$10** if BCCA receives monthly payment after due date. Applied to preceding statement
Failure to pay two (2) months simultaneously will result in cancellation of lessons
- **Material fee** students are responsible for additional costs of materials needed for class

LESSON ARRANGEMENT

- All programs run ten (10) months (Sep–Jun), and include three (3) half hour sessions per month
- Teachers supply lessons once weekly at a regularly scheduled time during non-core-classes when available
 - Depending on enrollment, BCCA cannot guarantee every student a non-core-class time slot
 - Core-class teacher must approve of pulling student for private lessons and student's grades must remain satisfactory in that class
- Virtual after school lessons are available depending on teacher availability
- Thirty (30) sessions are available over the course of the ten (10) month program
 - Students are expected and responsible to attend each session

ABSENCES & MAKE-UPS

YOU ARE RESERVING A TIME SLOT! BCCA charges you for the teacher's time whether the student is present for the lesson or not! BCCA WILL NOT issue a refund or apply credit for any unexcused absence

UNEXCUSED ABSENCES

- Any absence when the student is not present or arrives more than ten (10) minutes late is an unexcused absence
- Unexcused absences will not be made up
- Teachers consider any lesson missed because of academic activities (field trips, sports activities, etc.) unexcused unless the student notifies the teacher at least 24 hours prior to class
- It is the student's responsibility to inform their teacher of any upcoming events that may interfere with their regularly scheduled lesson time

EXCUSED ABSENCES

- Students are granted one (1) excused absence per ten (10) month program
- Students will receive one (1) make-up lesson in case of one (1) excused absence
 - It is the student's or parent's/legal guardian's responsibility to directly inform the teacher of any illness, family emergency, or unexpected leave of absence to have it excused
 - It is the parent's/legal guardian's responsibility to contact the teacher and schedule the make-up lesson within fourteen (14) days of the missed lesson
- Make-up lesson expires after fourteen (14) days, and another will not be granted
- BCCA will excuse lessons missed due to death in family, hospitalization, or any condition that causes the campus to close, with the possibility of a make-up or a refund at the teacher's discretion. Such a make-up is the only exception to the one (1) make-up lesson offered.

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TEACHER ABSENCES

- If the teacher is absent, it is the teacher’s responsibility to either:
 - 1) Attempt to schedule a make-up lesson within 14 days of the missed lesson or
 - 2) Issue a refund or credit in the value of the missed lesson at the end of the semester

TRIAL LESSON PERIOD

- The first month of lessons is considered a trial to allow teachers time to evaluate the student’s ability and to allow students to decide if they will continue, switch or drop the class
 - In case of continuation, BCCA expects students to continue their classes for the rest of the 10-month program according to this agreement
 - In case of a switch, student may switch to another private class of their choice, but he or she must continue that class for the rest of the 10-month program according to this agreement
 - In case of a drop, the parent/legal guardian or legal guardian must notify the teacher of the drop
- Cancellation of lessons beyond the trial month requires consultation with student, parent/legal guardian, and teacher
 - It is the parent’s/legal guardian’s responsibility to coordinate the cancellation consultation in such a case
- In the rare case a teacher believes a student is not ready for their class, the teacher will contact the parent/legal guardian or legal guardian to discuss the best course of action for the student. This might include postponing lessons, switching teachers or switching subjects

CONSIDERATIONS

- Teachers may suspend students for up to two (2) weeks, at the teacher’s discretion, for behavioral issues
 - Such action requires consultation with student, parent/legal guardian, and teacher
 - In such a case, it is the teacher’s responsibility to coordinate the suspension consultation
- If BCCA decides suspension is a suitable course of action, teachers will not offer make-up lessons for classes missed during suspension

I, the undersigned have read and agree with the terms of the private lesson policy:

_____ / ____/20____
 Signature of responsible party 18 years or older Date

Return to main office

BCCA Private Lesson Registration (Please print)

Student & Age:

Home Room Teacher & Grade:

Parent/Legal Guardian:

Email & Phone:

Returning student: Yes No (If yes, who is your preferred teacher): _____

Previous Lessons at Another Location: Yes, some experience No, I am a beginner

I want lessons: **During School, In-Person** **After School, Virtually** **Either**

Circle any day student is NOT available for lessons: M Tu W Th F

Please select all classes you are interested in. Suggested starting ages are in parenthesis:

- | | | |
|--|--|--|
| <input type="checkbox"/> Piano (4) | <input type="checkbox"/> Banjo (7) | <input type="checkbox"/> Photography (14) |
| <input type="checkbox"/> Guitar (7) | <input type="checkbox"/> Woodwinds (13) | <input type="checkbox"/> Graphic Design (14) |
| <input type="checkbox"/> Bass Guitar (7) | <input type="checkbox"/> Brass (13) | <input type="checkbox"/> 2D Design (12) |
| <input type="checkbox"/> Ukulele (7) | <input type="checkbox"/> Other instruments | <input type="checkbox"/> 3D Design (12) |
| <input type="checkbox"/> Drum Set (7) | (please list below) | <input type="checkbox"/> Creative Writing & |
| <input type="checkbox"/> Voice (10) | <input type="checkbox"/> Drawing (10) | Illustration (12) |
| <input type="checkbox"/> Violin (7) | <input type="checkbox"/> Illustration (12) | |
| <input type="checkbox"/> Mandolin (7) | <input type="checkbox"/> Animation (12) | |

I want this class setting: **\$75/mo. Private Classes** **\$40/mo. Private Group Classes*** **Either**

*Group classes require 3 students minimum. Group classes are canceled if minimum is not met.

I prefer to switch to private lessons if enough students do not enroll in my chosen group

Registration Fee \$15.00 (non-refundable)

Private Rate/first mo. \$ _____ X no. of courses _____ = \$ _____

Group Rate/first mo. \$ _____ X no. of courses _____ = \$ _____

Today's Total Enrollment Payment \$ _____

I, the undersigned have read and agree with the terms of the private lesson policy:

_____/_____/20_____
Signature of responsible party 18 years or older Date