



KCMS POLICIES 2024/2025



Please review the information below and keep it on file for future reference.
Please sign the Registration Form to indicate your acceptance of these KCMS policies.

A completed 2024/25 Registration Form and Registration Fees are due at the time of registration.

REGISTRATION FEES – due at registration

Summer and Group Lessons	\$20.00
Private Lessons (1 student)	\$50.00 (\$25 January 1, \$15 April 1)
Private Lessons (2 or more family members)	\$80.00 (\$50 January 1, \$25 April 1)

Note: Summer Registration Fees will be credited towards the Annual Registration Fee if lessons continue September to June.

Note: Registration Fees for **all** lessons are non-refundable.

LESSON FEES

- **PAYMENT IN FULL:** Cash, Cheque, Debit or e-transfer to kelownacommunitymusicschool@shaw.ca.
 - E-transfer payments will deposit automatically. Confirmations may indicate the name of our account signatories: Lucy Benwell, Robert Payne, Juanita Gomes
- **MONTHLY PAYMENTS (excluding Summer lesson fees):** Post-dated cheques, debit or e-transfers, payable on the 1st or 15th of each month from your start date through to May 15th.
 - E-transfer payments will deposit automatically.
 - All cheques should be delivered to the Office Administrator or our locked mailbox under the office window
- **SUMMER FEES** must be paid in full at the time of registration.
- **GROUP FEES** over \$150 may be paid in two equal payments. Group fees are non-refundable unless the program is discontinued by KCMS.
- **REFUNDS/CREDITS/DONATIONS** – if at the end of the year the final lesson count is reduced after payment, the student may opt for a refund, carry-over to the following year, or donation to the school (donation receipts issued for amounts exceeding \$50).

WE ARE UNABLE TO ACCEPT CREDIT CARDS OR CREDIT DEBIT CARDS AT THIS TIME

OVERDUE ACCOUNTS/NSF CHEQUES

An NSF Fee will be charged at **\$25.00** per cheque. Re-payment must be made within 15 days of notification.
Lessons may be discontinued if accounts are not kept up-to-date.

IN-PERSON AND ONLINE INSTRUCTION

Instruction may occur in person and online, at the discretion of our instructors. Students must ensure their own internet connectivity and equipment is suitable to receive online instruction. KCMS teachers are not obligated to supply make-up lessons or give lesson credits for technical issues originating from the student's equipment.

STUDENT ABSENCE

If you are sick, stay home and notify your teacher directly. Your teacher may offer an online lesson if you are well enough. Our instructors are not obligated to supply make-up lessons, online lessons or provide lesson credits for student absences, including absence due to illness.

TEACHER ABSENCE

When a teacher is absent, a make-up lesson or account credit will be arranged by agreement. Make-up lessons may be provided online or in-studio, by arrangement with the teacher.

STUDENT SUPERVISION

It is the parent/guardian's responsibility to supervise their child(ren) while they are on school premises. Children under the age of 10 should be supervised at all times. KCMS accepts no responsibility for personal injury or damage to instruments or personal property. Parents will be held responsible for any damage to KCMS school property by their child(ren). Our rear yard is out of bounds due to risks inherent with use of stairs, gate, etc.

WITHDRAWAL

There is a 4-lesson withdrawal fee for all students. Please submit a completed Withdrawal Form signed by the teacher and student/parent to the office. Students may continue to attend the last four lessons with their teacher's agreement. Refunds for withdrawals will not be processed after **April 15, 2025**; therefore, written notice must be received and accepted before **March 15, 2025**.

DISCONTINUATION

Kelowna Community Music School reserves the right to discontinue the lessons of any student.

Please **sign the Registration Form** to indicate your acceptance of these KCMS policies.

Thank you!