



updated 11.8.19

## **Private Lesson Policies & Procedures**

### **Registration Process for Private Music Lessons**

- Complete the online inquiry and provide as much detail as possible.
- YAA will contact the interested student to agree on a lesson time slot and date for a trial lesson.
  - The agreed upon lesson day and time will be held for 24 hours.
- YAA will e-mail a registration link.
  - Registration must be completed within 24 hours or the trial lesson spot may be released to other inquiring students.
  - All students must be registered prior to their first lesson.
- A one-time lesson fee of \$35 will be invoiced for the trial lesson (nothing will be charged until after the first lesson)
- After the first lesson, YAA will contact you to confirm if you would like to keep the assigned teacher/lesson slot and will set up automatic monthly billing. If contact isn't made within 48 hours of the trial lesson, the slot may be released to another customer.
- Once the assigned teacher/lesson slot is confirmed, automatic monthly billing will be set up. The first lesson fee and the remainder of the month will be charged at this time. Monthly billing will continue on the first of the month for subsequent months.
- If the student does not want to continue with the assigned teacher/lesson slot, a fee of \$35 will be charged for the first lesson only.

### **Monthly Billing for Private Music Lessons**

- Monthly charges will be processed the first of each month. The total monthly charge is based on how many lessons are in the month. (# of lessons vary depending on holidays and # weeks in month).
- YAA must be informed by the 20<sup>th</sup> of the month if you wish to cancel lessons and stop billing for the following month. If we are not notified by the 20<sup>th</sup> then you will be billed for the following month's lessons. Please see cancellation policies.

Youth Arts Academy  
3800-A Mykonos Ln.  
San Diego, CA 92130  
858-720-2194  
[YAA@bgcsandieguito.org](mailto:YAA@bgcsandieguito.org)  
[www.YouthArtsSD.org](http://www.YouthArtsSD.org)



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### **Changes/Cancellations/Leave of Absence Policy for Private Music Lessons**

- If you need to **change the set day/time** scheduled for your student's music lesson we require a **two week** notice. Lesson changes made without 2 a week notice may incur a change fee of \$35.
- Short term temporary day/time changes are not recommended. They are often difficult to accommodate and there is no guarantee that the original day/time spot will be available for switching back.
- Please be aware that our music instructors are part time hourly employees and we are required to give them ample notice prior to cancelling or making changes to their shifts. For this reason we ask for a minimum of **24 hour notice** if your student is going to miss a lesson. We **DO NOT offer credits or refunds** for cancelled or missed lessons but we will try to accommodate a make-up session within 1 week of the missed lesson based on the instructor's availability. Make-up sessions are not guaranteed, but we will do our best to find a makeup time as long we have a minimum of a **24 hour notice**. .
- If you would like to take a **Leave of Absence** from lessons at any time, particularly in the summer, there will be a charge **of \$10 per lesson to reserve your time slot**. This charge will be in lieu of the \$35/lesson fee. We can reserve a maximum of **4 consecutive scheduled lessons**. Our own music instructors' vacation and cancellation weeks are not included in the 4 consecutive lessons maximum. To minimize the effect of holding too many spots open, the Leave of Absence is only available once a year to each student. Please give two weeks' notice in order to start your leave of absence.
- If you would like to **cancel lessons completely**, you must notify the Youth Arts Academy by the 20th of the month in order to avoid being billed for the following month. Once you are billed each month, you are committed to paying for that month's lessons. We do not offer refunds due to late cancellation.

### **Instructor Cancellations/YAA Closures & Holidays**

- From time to time an instructor may need to cancel unexpectedly due to illness or unforeseen circumstances. We do not offer refunds for instructor cancellations but will do our best to give students and families at least 24 hours notice of any cancellations. YAA will send out a notice of  
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the cancellation along with available times for re-scheduling the missed lesson. If there are not any re-schedule times that fit the student's schedule, a credit will be issued for the missed lesson and will be applied to the next month's bill.

- YAA follows the San Dieguito Union High School District & Del Mar Union School District Calendars and will not offer regular lessons/practices during school closures. These dates are calculated into your monthly rate already and you will not be charged for lessons on these dates.
  - Labor Day
  - Veterans Day
  - Halloween (if it falls on a weekday)
  - Fall Break (Thanksgiving Week)
  - Winter Break (Weeks of Christmas and New Year's)
  - Martin Luther King Jr. Day
  - Lincoln Day
  - Washington Day
  - Spring Break (typically the 2nd week of April)
  - Memorial Day
  - Independence Day

### Summer Lessons

- Private Lessons continue year round at their set time even during summer school break.
- If you would like to take a **Leave of Absence** from lessons at any time, particularly in the summer, there will be a charge **of \$10 per lesson to reserve your time slot**. We can reserve a maximum of **4 consecutive scheduled lessons**. Our own music instructors' vacation and cancellation weeks are not included in the 4 consecutive lessons maximum. To minimize the effect of holding too many spots open, the Leave of Absence is only available once a year to each student. Please give two weeks' notice in order to start your leave of absence.

Please send all change and cancellation request via email to  
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