



Headwaters School of Music & the Arts
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SCHOOL POLICIES

School Calendar

We have three semesters - Fall, Winter/Spring and Summer. The length of the Summer semester is determined by individual instructors. Group classes can be any length. See the current class schedule or call HSMA for further information.

Registration Information

Information regarding registration and tuition for private lessons and group classes is available at HSMA. Students may register at any time during the year (some exceptions apply) in person during office hours and through your instructor. Registration needs to be completed at least one week prior to starting a class or lesson.

Payment Options

Tuition is billed for the full term or duration of group classes. With arrangements, other payment options may be available. Please contact Janet Brademan at HSMA for information. Before starting a new semester or class, all outstanding bills must be paid.

Program Cancellation

HSMA reserves the right to cancel any class with insufficient enrollment. Fees are refunded in the event that a class is canceled.

Student Withdrawals

If a student withdraws from a class any remaining paid tuition will be refunded or credited to your account for future use.

Missed and Canceled Lessons

As a courtesy to your instructor, please notify HSMA in advance of any absence by calling (218) 444-5606. Prior notification **does not** exempt students from payment if that notification comes less than three hours prior to the scheduled lesson time. No makeup lessons will be offered for unattended lessons. In the event the instructor cancels a lesson or class, a makeup lesson will be offered or a credit issued.

Tardiness

Students who are late for a lesson cannot be guaranteed their full lesson time. The instructor will wait for a student for one third of the scheduled lesson time, after which time the student will be deemed absent. Students are asked to also wait for one third of the lesson time, after which time the student will be offered a makeup lesson or credit.

Emergency School Closing

Individual private lessons will either be rescheduled or a credit will be issued at the teacher's discretion. Group classes may be made up if scheduling allows but no credits will be issued.

Conferences

Conferences with the instructor may be requested at any time, to take place **during the student's regularly scheduled lesson.**

Instrument Rental

Students are expected to make arrangements to secure their own instrument. Some stringed instruments and brass instruments are available for a minimal monthly rental fee. Ask your instructor or Janet Brademan at HSMA for more information. HSMA also gladly accepts donations of quality used instruments for use in the rental program.

Rules of Conduct

Students enrolled at HSMA are expected to behave in the same manner they would in any other educational setting. This includes respect for HSMA property and the personal property of others and mutual respect for all students, faculty and personnel. If a student's conduct is deemed disruptive or disrespectful, parents will be advised and appropriate measures will be taken.

Financial Aid

HSMA is committed to encouraging and assisting arts access for all. Limited financial aid is available to qualifying students through various programs, some based on need and some based on other criteria. Applications are available at HSMA.

Tax Credit

Programs offered at HSMA generally qualify for Minnesota's Take Credit for Education tax credits/deductions. Your payment receipts can be used for this.

Parent/Guardian Signature

I, the undersigned, have read and agree to the School Policies of HSMA. I am the responsible party for the enrolled student and as such will be accountable for all tuition payment and/or rental charges.

 Parent/Guardian Signature

 Student Name

Instructor Name

Class

Today's Date