

# Inspire! Studio of the Arts, LLC

## 2017 Registration Guidelines & Policies

**REGISTER ONLINE AFTER A CONVERSATION WITH AN INSPIRE INSTRUCTOR: [www.inspire-music.com](http://www.inspire-music.com)**

**REGISTRATION: All students must register.** You can join an Inspire activity at any time, when deemed appropriate by an instructor. Late enrollment is possible on a space-available basis. Pending approval by the instructor, tuition may be prorated for late enrollments.

**CHILD SAFETY:** To ensure your child's safety, please be sure to pick him/her up promptly after class/camp/lesson. Children waiting in INSPIRE lobbies before and/or after their class/camp/lesson are NOT supervised. Children are under supervision during their instruction time only. Neither teachers nor administrative staff is responsible for supervising children outside of teaching time.

**SPECIAL NEEDS/ACCESS** If you or your child have any special needs, please contact the Inspire staff. Inspire is committed to accommodating differences so that the arts are accessible to all.

**PHOTO RELEASE POLICY** From time to time INSPIRE takes photographs and/or records students for use in our publications; print, e-mail, website, and for development and public relations purposes. No compensation is provided to individuals who appear in the photographs or for artwork/Music used.

**NON-DISCRIMINATION POLICY INSPIRE** admits students of any race, color, national and ethnic origin. It does not discriminate on the basis of race, sex, color or national origin in its educational, admission and financial aid policies or programs.

**PAYMENT:** Check or cash is accepted for payment. There is a \$40.00 fee for checks returned or rejected by your bank.

**PAYMENT OPTIONS: Bands/Classes:** Quarterly Payments: Due first Band/Class meeting of each quarterly session.  
**Private Lessons:** Due first lesson of each month. No refunds for monthly lesson payments.

**LATE PAYMENT:** Payment is due at registration for bands and classes. Tuition is considered late if payment is received after first band/class meeting of a session or first private lesson of a month. Inspire will send a gentle reminder at mid-month to insure your aware that your payment has not been received. **A late fee of \$20 will be assessed and added to your balance when late payment exceeds 30 days.**

**CLASS/CAMP/WORKSHOP REFUND POLICY** Programs that are cancelled by Inspire due to minimum enrollment not being met; Full tuition refunds or credits are given. Withdrawal - Financial equivalent of two classes is non-refundable. The deadline for dropping a class is 48 hours after the first class meeting. Refunds for remaining tuition are not available after the 48-hour drop deadline. No refunds for monthly lesson payments. No exceptions please!

**ABSENCES** As a courtesy to your teacher, please notify Inspire in advance of an absence. If a private lesson is missed due to student absence, a make-up is scheduled at the teacher's discretion. Missed rehearsals/classes/camps/workshops due to student absence are not made up.

**TEACHER ABSENCE:** A make-up lesson is scheduled if the missed session is due to teacher absence. If this is not possible credit or refund will be given.

**PARKING AND BUILDING ENTRY:** Parking is provided around the 2309 E. Phila Street Building.

**SNOW DAYS:** In the event of weather relayed cancellations. Check the [Inspire-music.com](http://www.inspire-music.com) web site for the studio status. When the studio closes do to weather we will do our best to reschedule the missed lessons.