



## **Ensemble and Group Instruction Terms and Conditions Effective July 1, 2025**

### **OVERVIEW**

The Immanuel School of Music (ISM) Ensembles operate on a semester system. The Fall semester runs from September through December. The Spring semester runs from January through April. Some ensembles offer a reduced Summer Term. Each term includes weekly rehearsals, workshops, dress rehearsals and concert opportunities. Certain ensembles require a teacher recommendation or audition. Advanced ensembles require the student also be enrolled in private lessons with any local teacher. ISM requires all students to either own or rent their instrument. Contact the ISM office for information on ISM preferred rental agencies. (*ismoffice@immanuel-nky.org*)

These terms and conditions enable ISM to faithfully provide quality music education in a loving and safe environment for our students.

### **ENSEMBLE TUITION RATES**

Ensemble tuition rates are available on our website, [www.immanuelschoolofmusic.org](http://www.immanuelschoolofmusic.org)

### **PAYMENT OPTIONS**

Full payment of tuition is due at the start of each semester, at the time of registration. The tuition is due before the first rehearsal.

### **OTHER FEES**

1. Accounts with a past-due balance of greater than 15 days will be assessed a \$25 late payment fee.
2. Accounts with a past-due balance of greater than 30 days will result in services being discontinued.

## **CHILD PROTECTION POLICY**

The Immanuel Church operates with a policy known as the Child Protection Policy. This policy attempts to eliminate abuse of minors and vulnerable adults by reducing or eliminating instances where adults and minors might be alone together. The fundamental principal of the Child Protection Policy is that minors should never be alone with a single adult, the "Rule of Three". While guardians are not required to stay for the duration of on-campus ensemble rehearsals, guardians are responsible for signing their students in at the beginning of rehearsal. This applies to students in the following ensembles: ISM Mozart Strings, Beethoven Strings, Bartel String Ensemble and Concert Strings.

Parents of students in the above listed ensembles will be required to escort their child into the building and into the instructional space. Parents may sign their student in at the beginning of the call time. At the conclusion of the rehearsal, the director will escort the students to the stated building entry/exit point to pass responsibility for the student back to the parent. Students may not wander Immanuel facilities unsupervised.

## **MAKE UP POLICY**

**A critical part of ensemble education is the musical interaction between students and instructors. There are no make-up lessons or refunds offered for missed participation.**

## **CANCELLATION POLICY**

Each student shall have a grace period of two (2) weeks. Should the student decide to withdraw within the first two (2) weeks of the semester, a pro-rated refund will be offered. No refunds are given after the first two (2) weeks of instruction.

## **SPECIAL NOTE**

Immanuel School of Music operates as a ministry of Immanuel alongside many other Christian ministries of the Immanuel Church. While these guidelines are helpful in describing our general practices and procedures, there may be occasions when ISM elects to deviate from these general practices in favor of a more case-by-case or individualized approach. Deviation from these practices is at the discretion of ISM and the Immanuel Church. Should ISM determine that an educational relationship with a student and/or family becomes unhealthy; unfruitful; in violation of Immanuel's values; damaging to ISM's ongoing operations or disruptive to ISM's other students and faculty, ISM retains the privilege to decline music instruction.