



Private Lessons Terms and Conditions

Effective July 1, 2025

OVERVIEW

The Immanuel School of Music (ISM) operates from a September through May Academic Year. Tuition includes 32 weekly private lessons (30-, 45- or 60-minute duration) over the course of those nine months. Academic Year tuition also supports educational opportunities such as private studio recitals, free accompanists and other educational and administrative support outside of the lesson time.

The schedule includes four make-up windows as well as several holiday breaks. Certain months may have three, four or even five lessons depending on the calendar. The goal is to complete 32 lessons within the nine-month, September through May academic year.

Additionally, ISM offers a flexible Summer Term, June through August. Summer term tuition is calculated on a per student basis based on the number of lessons agreed upon by the student and teacher.

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

PRIVATE LESSON TUITION RATES (2025-2026 ACADEMIC YEAR)

30 minutes - \$1,088 per academic year.

45 minutes - \$1,536 per academic year.

60 minutes - \$1,920 per academic year.

Registration Fee: There is an annual non-refundable \$45 registration fee per student for private lessons. For families with 4+ students the registration fee is a flat rate of \$155 for the family.

Special Notes:

Family discounts are available when enrolling more than 2 students from the same household. For more information, contact the ISM Office via email - ismooffice@immanuel-nky.org Lessons may not begin until payment has been initiated.

PAYMENT OPTIONS

1. Full payment of the academic year is due by August 30 or before your first lesson.
2. The Academic Year can be split into two equal payments. The first payment is due by August 30 or before your first lesson. The second payment is due by December 30.
3. Monthly payments. Academic Year tuition is broken into nine equal payments due monthly, on the thirtieth (30th) day of the month, August through April. Monthly payments are made through ISM's Dreamclass online portal, or by check.
4. Summer term tuition is due, in one installment, by May 30.

Special Note: any students registering after the Academic Year start (mid-year new students) must email the ISM office to complete payment. (ismooffice@immanuel-nky.org) Tuition will be prorated and calculated on a per student basis.

OTHER FEES

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

MAKE UP POLICY

If the need arises for a student to miss a scheduled lesson, 24-hour notice of the cancellation to your instructor is REQUIRED for a make-up lesson to be scheduled. Cancellations with less than 24-hour notice (or no-shows) will not be made up, nor will any refunds be issued. These policies are in place to protect our dedicated faculty. In rare cases of emergency sickness or crisis where 24-hour notice is not possible, please contact your instructor, in good faith, with as much notice as possible and provide an explanation of the circumstance. For example, should your child wake up the morning of their lesson ill, please contact your instructor first thing in the morning. Contacting your instructor 30-minutes before the scheduled lesson time is not appropriate. Generally, faculty are unable to accommodate more than 4 make-up lessons per academic year. Students who miss more than 4 lessons per academic year are not guaranteed more than 4 make-up lessons and refunds will not be issued.

CANCELLATION POLICY

Students withdraw from private lessons from time to time for various reasons. Notice of 30 days is REQUIRED when withdrawing from private lessons. To withdraw from lessons, please contact the ISM office, ismooffice@immanuel-nky.org, to determine the accurate proration for any balance due. For those paying on the monthly payment plan, there is often a prorated balance due as there are moments throughout the academic year when one may have underpaid for the number of lessons received. For those not on the monthly payment plan, a prorated refund will be given. Please remember, private lessons at ISM are considered a commitment of an academic year. Our 30-day required notice protects our faculty's commitments as well.

CHILD PROTECTION POLICY

Immanuel School of Music, in collaboration with Immanuel Church, is dedicated to offering a safe environment for children, youth, and vulnerable adults. We have instituted policies that safeguard our students, volunteers, staff, and ministries. We pledge to adhere to compliance and anticipate the same from those who entrust their children, youth, and vulnerable adults to our care.

The Immanuel Child Protection Policy promotes the "Rule of Three," which stipulates that all minors under 18 must be accompanied by an additional individual, alongside the instructional teacher, who will maintain visual contact with the minor or vulnerable adult throughout private instruction. To encompass both drop-off and pick-up.

Ensemble Rehearsals comply with the "Rule of Three."

All classes and lessons are conducted in rooms with glass-paneled doors, equipped with audio and video recording devices, and occasionally, doors are left ajar for others to overhear.

All instructors at Immanuel School of Music will undergo a background check and adhere to the "Abuse Prevention for Children, Youth, and Vulnerable Adults Policy and Procedure" established by Immanuel Church. All instructors will also be "From Darkness to Light" trained.

*Rule of Three definitions: 1 student and 2 adults OR 2 students and 1 adult. Adults are defined as individuals aged 18 or older according to state law.

There are accommodations available to students (16 years and older) who drive themselves to their lessons. These accommodations are necessary for our faculty to comply with the Child Protection Policy without a parent/guardian present. If your student (16 years or older) plans on driving themselves to their lesson, please speak with your instructor so that a required waiver can be signed. The recorded lessons serve as the third party.

INSTRUCTOR CHANGES

On a rare occasion, changing instructors may be in the best interest of a students' musical progress. Should there be a desire to switch instructors, please contact the ISM office and we will assist you. Accommodations in these instances are made on a case-by-case basis.

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 become 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.