



General Policies

2025–2026 School Year

REGISTRATION

The Music School operates on a 36 to 38-week school year session and a flexible summer session. Returning students receive a Returning Student Form which must be returned in order to maintain their day/time/teacher assignment. Students who have auditioned and been accepted into an ensemble must submit an Ensemble Acceptance Form and full tuition payment or first installment prior to attending the first rehearsal. The Music School will assign registered students into a lesson or group class. If it is not possible to place a student with an appropriate instructor/class during registration, students may elect to place their names on a waiting list or receive reimbursement for the submitted deposit. Student registration is a contract that reserves a specific day/time slot with the instructor each week. It is assumed that students will continue weekly meetings for the entire session (or portion remaining thereof).

New Student Placement

Creating a successful teacher/student relationship is very important to us. Our faculty members have many specializations, diverse talents, teaching styles and personalities. The more we know about a student's learning habits, personal goals, and interests, the easier it is to create a lasting and rewarding partnership. Your first step is to fill out our online Get Started form at riphil.org/music-school. After a careful review of your form, a member of our Student Services team will contact you to discuss placement with a faculty member. We may recommend a trial lesson to ensure assignment with an appropriate teacher. Trial lessons are the same price as a standard lesson with no obligation to enroll. Classes are subject to availability and student prerequisites. Most ensembles require an audition. Students may enroll at any time; tuition will be prorated as necessary.

Adult Students

Students over the age of 18 may register for the full school year or may opt to register for a minimum of 5 lessons at a time with approval from the instructor. Those 5 lessons should be scheduled directly with the instructor, and lessons can be consecutive or can occur on select weeks students know they can attend. All 5 scheduled lessons must be paid for before the first lesson. If for some reason a student cannot attend their scheduled lesson, they are still responsible for paying for that lesson. Students on the 5-lesson plan must contact Student Services to add additional lessons once their 5 lessons are completed.

TUITION & PAYMENT

Payments may be made online, in person, over the phone, or mailed to the Carter Center at 667 Waterman Avenue, East Providence, RI 02914

Private Lessons/Suzuki Program

Students enrolling in private lessons, or the Suzuki Program may pay their tuition in full before the start of the session to receive a discount or pay in installments. The payment plan for the full CORE session is 10 monthly payments August through May due on the first of the month.

Ensembles

Students enrolling in youth ensembles may pay their tuition in full and receive a discount or pay in four installments. The first installment is due upon registration with the remaining payments due monthly, October through December. Tuition is pro-rated for students who join after December. Pro-rated tuition must be paid in full.

Classes/Summer Session

Students enrolling in classes must pay in full before the first day of class. All lessons and classes for the summer session must be paid for in full upon registration. All accounts must be current with no outstanding or overdue balances prior to summer registration.

Withdrawals

Formal notification of withdrawal must be made in writing to the Music School administrative staff, who must approve the withdrawal. Teacher notification is not considered formal notice of withdrawal. Non-attendance is not considered notice of withdrawal.

Private Lesson Students

- Once registered, students are typically enrolled for 36-38 weeks of lessons (September through May/June) or the remainder of the term (typically through June).
- Students may opt to discontinue lessons by providing formal written notice to Music School administrative staff.
- Students who withdraw prior to the first scheduled lesson will forfeit the registration fee.

- Students who withdraw during the session will be charged for **three additional lessons** from the date the written withdrawal is received.

Classes and Suzuki Groups

Any student who withdraws from a class or Suzuki group class will be responsible for tuition payment in full. Classes will not be prorated for withdrawals. Any discounts are forfeited if a student withdraws before the end of the year.

Ensembles

Participation in Youth Ensembles is a season-long commitment (September through June). We encourage you to talk as a family about this commitment as refunds are not available to students who choose not to complete the year. Please evaluate your yearly schedule to ensure that you will be able to fulfill this time commitment. Students who withdraw before October 1st will forfeit \$100 and any registration fees. Those who withdraw after October 1st will be responsible for the full year tuition. If for any reason a member is unable to continue in the program, unpaid tuition will be invoiced according to the payment policy. Any discounts are forfeited if a student withdraws before the end of the year. Ensembles will not be prorated for withdrawals.

Refunds

If a student withdraws, there are no refunds for registration fees. Tuition for ensembles and all classes, including Suzuki group classes, is non-refundable unless the course is canceled.

Tuition Assistance

Tuition Assistance applications are available online at riphil.org/music-school and at all Music School branches. Tuition Assistance is based on demonstrated need and awarded on a rolling basis while funds are available. Families applying for Tuition Assistance must submit the necessary paperwork at the time of application, including the most recent completed tax return pages 1-2. Returning families must submit an updated application each year. Applications are due by August 15 to receive a decision prior to the CORE session which starts in September.

Fees & Discounts

Registration

The registration fee is charged once for our CORE session (*September through June*) and once for our Summer session (*July/August*) per student with a family cap of 2 students. This **non-refundable** fee is due at registration.

Late Payment

Late payments may be charged a late payment fee of \$35 per month.

Non-sufficient Funds

NSF fee of \$35 will be added to Music School accounts for returned checks or declined credit cards. Families on automatic installments must notify the Music School if their credit card has been replaced prior to scheduled payment to avoid fees.

Discounts

Students who pay tuition in full for private lessons in the CORE session receive a \$50 discount. Students enrolled in several programs at the Music School may be eligible for a tuition discount. See "Pricing" on our website at riphil.org/music-school/pricing for a complete list of discounts offered.

Student Scheduling & Attendance

Private Lessons

Students are charged for all the lessons for which they register, including those missed (in person or virtual) through student absence. As a courtesy, students are expected to notify their teachers directly of an impending absence from lessons. The Music School does not offer compensatory lessons for absences and/or missed lessons that occur because students have conflicts, travel out of town, etc. or due to illness. Student lessons are suspended after 3 consecutive absences without notification by the student/family. Students with suspended lessons are still obligated to fulfill their financial commitment. In the event of extenuating circumstances, please notify the Director of Education in writing.

Ensembles

See Youth Ensemble Membership Policies in your ensemble acceptance packet or at riphil.org/music-school.

Virtual Lessons

Virtual lessons may be an option for students and teachers. Virtual lessons allow students and teachers to meet safely from the comfort of their own homes during periods of inclement weather and/or other health/safety emergencies. During the registration process, you will determine with your teacher the best platform for virtual learning for your instrument. Your teacher will be in touch during any days that may require the use of such a platform. If a student would like to request a virtual lesson during their regularly scheduled lesson time, they may reach out to their instructor to make that request, giving 24 hours' notice. Students are charged for all the lessons for which they register, including those missed (in person or virtual) through student absence. The Rhode Island Philharmonic Music School reserves the right to move to virtual learning at any time to protect the safety of students, faculty and staff.

Inclement Weather & Teacher Absences

Students who start at the beginning of the school year register for 36-38 weeks of private lessons. If a student cancels or misses a scheduled make-up lesson, there is no credit/refund and no additional make-up lesson. Teacher cancellations that cannot be made up by the close of the session are credited to the student's account to be applied to future activity. No make-up or credits are given to students absent from a group class or ensemble. In the event of inclement weather and facility closure, private lessons will take place online at the discretion of the teacher. If there is a weather-related emergency, students and faculty are expected to communicate directly with each other regarding scheduling their next lesson.

School Closures

To find out if the facility is closed or delayed due to weather, please check our website riphil.org or news sites ribroadcasters.com, abc6.com, and turnto10.com as well as our social media platforms (see QR code).

We are listed as follows:

Social Media:

Private Schools
RI Phil Music School
East Providence



Any cancellation listed will affect all our branches unless specified otherwise. Also, if you are without power or Internet and need to find out our status, please call 401-248-7001. The voicemail greeting will tell you if we have decided to close or delay opening. Building closure cancellations that cannot be offered online or made up by the close of the session are credited to the student's account to be applied to future activity.

Tardiness & Missing Books

Students who are late for a scheduled lesson or forget their lesson books are not guaranteed their full lesson length. Students more than 15 minutes late for their lesson will be considered absent. The teacher reserves the right to cancel the remainder of the lesson.

Photo & Recording Policy

Rhode Island Philharmonic Music School reserves the right and may give permission to its photographer or outside media, to photograph or video classes, programs and participants at all our facilities and properties. Please be aware that these photos and videos are for promotional purposes and may be used in future publications and media communications. By participating in the Music School classes and programs, you consent to the taking and publication of your photograph and video for these purposes.

Student Safety & Courtesy

Supervision of Children

Parents are responsible for supervising their children at all times. To ensure your child's safety, please be sure to pick them up promptly after their lesson, class, or ensemble. Staff and faculty are not responsible for students or siblings. Do not allow children to wander off alone, run around in the hallways or play outside the building. This is a safety issue as well as a courtesy to people concentrating on their lessons and those who are studying or reading.

St. Luke's - East Greenwich Location

To ensure the safety and protection of our students, students 18 and under must always have a parent/guardian/caregiver in the building during the lesson (either in the lesson room or in the nearby waiting area). There are no office staff at the East Greenwich branch.

Taking Care of Waiting Areas

We appreciate your help in taking care of our school by cleaning up after yourself and disposing of any trash, food or beverage containers in the rubbish bins. Should an accident or spill occur, please notify staff at the front desk to report the problem.

Parking

For the safety of all who use our facility, vehicles must follow all posted signage and park in legitimate parking spots. Parking or idling at the entrances is prohibited as this blocks emergency vehicles from gaining access and creates a dangerous situation for people going to and from their cars. Additionally, use caution when walking through the parking lot as it is a busy zone. If you are waiting to pick up a student, please pull into a legitimate parking spot and either come into the building to meet your student, or text them your location in the parking lot. Please do not park in a no parking zone at any time. The circular drop-off door by the box office is for the purpose of dropping off students with large instruments and to accommodate people with physical challenges.

Electronic Devices

Please silence all electronic games and devices or use headphones. The Wi-Fi password is posted throughout the building and at the front desk. Please be mindful of ongoing music school activities and keep phone conversations to a minimum. We appreciate your cooperation.

Medication

Staff and Faculty are not authorized to administer medication. If your child requires medication to be administered while participating in Music School activities, they must either self-administer or a parent/guardian/caregiver or other designee must be present to administer the medication.

Student Anti-Bullying Policy

The RI Philharmonic Music School is committed to a safe, civil and respectful educational environment for all students, that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

- Causes physical or emotional harm to the student or damage to the student's property
- Places the student in reasonable fear of harm to himself/herself/themselves or of damage to his/her/their property
- Creates an intimidating, threatening, hostile, or abusive educational environment for the student
- Infringes on the rights of the student to participate in school activities
- Materially and substantially disrupts the education process or the orderly operation of the Music School

Cyber-Bullying

Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- The creation of a web page or blog in which the creator assumes the identity of another person
- The knowing impersonation of another person as the author of posted content or messages
- The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in the definition of bullying

This policy applies to any incident:

- On the Rhode Island Philharmonic Music School premises
- At any Music School-sponsored activity or event, whether or not it is held on Music School premises
- Using property or equipment provided by the Music School
- Which creates a material and substantial disruption of the education process or the orderly operation of the school

Nothing in this section requires the affected student to possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

It is also a violation of our policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith.

Any acts of bullying should be reported to the Director of Education & Music School, Music School Assistant Director, or Music School staff as soon as possible, ideally within twenty-hour (24) hours.

Acts of bullying between students or family members may result in disciplinary actions up to and including dismissal from the program.

For more information about bullying, please visit: <https://www.stopbullying.gov/laws/rhode-island.html>