



Policies and Procedures

Payment Schedule and Late Fees:

Tuition for each session is payable at the time of registration. The student may elect to pay for a session in two payments, with half due on or before the first lesson and the balance due within: (a) 45 days in the case of the 18-week Fall and Spring sessions, or (b) four weeks in the case of the 10-week Summer session. No lessons will be provided until the initial payment is made.

A late charge of \$25 will be assessed for each 30-day period in which payments remain past due. In addition, no lessons will be taught until payment has been received. Lessons missed due to late payment of tuition will not be made up, and the student will be charged the full tuition for the session. All tuition payments must be paid before enrollment in a subsequent session. A \$25 fee will be assessed for any returned checks.

Absences:

Students are charged for all lessons in the sessions in which they have registered: 18 lessons in the Fall and Spring sessions, 10 lessons in the Summer session, or the prorated tuition in cases of registration after a session has begun. This assures the student of a weekly lesson on the instructor's schedule, and the instructor's time is committed accordingly.

It is expected that students and instructors will strive for perfect attendance, however it is recognized that there will be occasions in which either the student or instructor will be unable to attend a lesson as scheduled. With respect to private lessons, a student-initiated absence will be considered excused (1) under special agreement with the instructor, provided that 24-hour notice has been given; or (2) due to personal illness or family emergency provided that the instructor or the Institute's office has been notified by 10:00 am on the day of the lesson. All other student-initiated absences will be considered unexcused. The student is responsible for notifying the instructor of the anticipated absence at the telephone number provided by the instructor, or, if unable to reach the instructor, by notifying the Institute's office.

All instructor-initiated absences and lessons cancelled due to inclement weather or closing of the church building will be considered excused.

Makeups and Lesson Credits for Private Lessons:

Each student will be allowed one (1) makeup lesson each session due to a student-initiated excused absence. All instructor-initiated absences and lessons cancelled due to inclement weather or closing of the church building will be eligible for makeup. It is expected that instructors and students will make every effort to make up eligible lessons. If the student and instructor agree not to make up an eligible lesson, the appropriate credit will be posted to the student's account. No makeup lessons or credits will be given for other missed lessons. Instructors have the right to terminate lessons in the case of excessive absences.

Withdrawal from private lessons during a session requires two (2) weeks notice. Requests for withdrawal must be made to the instructor and to the Institute in writing. A withdrawal form is available in the Institute office.

Makeups and Credits for Group Classes:

Group classes consist of a fixed schedule of lessons, for which the student pays in advanced. No refunds are given for student-initiated missed class days or withdrawal. Instructor-initiated missed class days will be rescheduled or, if not possible, the appropriate credit will be posted to the student's account.

Tardiness:

If a student is late for a lesson or class, the instructor will use the remaining time scheduled for the lesson or class. Credit will not be given for the portion of the lesson or class missed.

Progress Reports and Conferences:

Instructors will provide adult students and the parents of students under the age of 18 with written progress reports at the midpoint and at the end of each session. Please contact the instructor if you need to arrange a conference.

School Closings:

The Institute follows the inclement weather policy of the Fairfax County Public School System. Additionally, when the Falls Church City School System closes due to inclement weather, all lessons will be cancelled. Please listen to local radio and TV broadcasts for information concerning closings. If the church building remains open and available on a day when lessons have been cancelled, special arrangements may be made on an individual basis between instructor and student to have a lesson. When inclement weather develops in the afternoon, the Institute reserves the right to cancel lessons and classes for the remainder of the day. Please call the Institute's office for cancellation notices or to determine whether a decision to close the church building may have been made at some point during the day.

Expectations of Student Practice:

Regular practice is essential for proper musical/artistic learning. Please discuss the requirements for practicing with the instructor. Instructors have the right to terminate lessons if a lack of proper practice becomes evident over a period of weeks.

Grievance Procedures:

Please feel free to discuss with your instructor any difficulties that you might be experiencing with the lessons. If a problem cannot be resolved with the instructor, or if you ever feel that an instructor is acting inappropriately, please immediately contact the Director of the Columbia Institute of Fine Arts. If possible, put your concerns in writing. If the Director cannot resolve the problem, it will be further addressed by the Pastor for Worship, Music and Arts and the Columbia Institute of Fine Arts Oversight Committee.

Standards of Conduct:

The Columbia Institute of Fine Arts expects that all students and faculty will conduct themselves at all times on the church property in a manner demonstrating the highest attributes of Christian character. For this reason, the Institute will not tolerate students or faculty members who, while within the church building or on church property, use smoking materials, alcohol, or any illegal drugs, or who are under the influence of alcohol or any illegal drugs.

*For further information, please call 703-534-2508, or
e-mail: cifa@columbiabaptist.org*

*Columbia Institute of Fine Arts
103 West Columbia Street, Falls Church, Virginia 22046*