

# GENERAL POLICIES

## REGISTRATION

**By Phone:** (810) 238-1350 ext. 3

MasterCard, Visa, Discover and American Express are accepted

**In Person:** Visit the FSPA Office

**By Mail:** Send check to:

Flint Institute of Music

1025 E. Kearsley Street

Flint, MI 48503

*(Returning students only)*

**New music lesson students:**

**Call the FSPA Office to request an instructor. (810) 238-1350 ext. 3**

Students register for each term or semester. **Payment is due before the beginning of each term or semester.** Instructors are notified of student payment and will admit students when tuition is paid. The FSPA Office emails students prior to each new term or semester, reminding students that tuition and fees are due.

**Bills are emailed when payment is past due.**

A late fee of \$20 will be charged to outstanding accounts after the following term. Parents/students can check their account status at any time by contacting the FSPA Office.

## FEES

The registration fee is \$20, payable once each school year. The maximum registration fee for families with two or more students enrolled is \$40. **THE REGISTRATION FEE IS NONREFUNDABLE**, unless a class is canceled.

**Genesee County Residents:** The \$20 registration fee is waived because of the Arts Education and Cultural Enrichment millage.

There will be a \$20 charge for checks returned as a results of insufficient funds.



*This program and/or service is funded in whole or in part by the Genesee County Arts Education and Cultural Enrichment Millage funds. Your tax dollars are at work.*



## MINIMUM ENROLLMENT

A minimum enrollment is required for all classes. If a class is canceled due to low enrollment, a full refund, including registration fee, will be made to those enrolled.

## STUDENT WITHDRAWAL

All tuition will be refunded if notification is given before the first lesson or class. Tuition refunds for cancellation after the opening of each term or semester will be made as follows:

1. Notification before second class: 75%
2. Notification before third class: 50%
3. Notification before fourth class: 25%

There will be no refund after the fourth lesson or class. There are no refunds for summer camps.

## MISSED LESSONS AND CLASSES

Students are charged for all lessons and classes for which they register, including those missed through student absence.

**Music lessons** missed by the student will not be rescheduled. The instructor, at registration, reserves a segment of time each week for the student. As a courtesy, students who must miss a lesson should notify the instructor as far in advance as possible.

To contact an instructor, call the FSPA Office at (810) 238-1350 ext. 3. The message will be forwarded to the instructor. Faculty extensions are also listed on-line at [theFSPA.org/directory](http://theFSPA.org/directory).

If the student needs to miss a normally scheduled lesson due to a religious holiday, the student should notify the music instructor at least two weeks in advance or at the beginning of the term. The instructor will make every effort to reschedule that lesson.

**Music classes** missed by the student will not be rescheduled. If a class is canceled due to instructor absence, a makeup class may be scheduled. There will be no refund for rescheduled classes missed by the student.

**Dance classes** missed under extenuating circumstances may be made up within the current term.

## CLASS CANCELLATIONS

In the event a class is canceled due to instructor illness or emergency, a sign will be posted on the door. If time permits, students will be contacted.

## SCHOOL CLOSINGS

School closings may occur in the event of a snow emergency or other natural occurrence and will be announced on television, radio and on-line at [FlintInstituteofMusic.org](http://FlintInstituteofMusic.org).

The FSPA will not automatically close when the Flint Community Schools close. See chart on page 29.

*To sign up for text alerts regarding FSPA closures, text to: 81010 the message: @fimbu. If you have trouble using 81010, try (810) 250-7933 with the message: @fimbu. To unsubscribe, reply with: @LEAVE*

## MATERIALS

Students must provide their own instruments, music, supplies, and dance attire. Costumes for Flint Youth Ballet and *Nutcracker* performances are provided by the FSPA. For specific dance attire requirements, see page 25.

## MUSIC LESSONS - INSTRUCTOR CHANGES

FSPA teaching artists have reached a high level of excellence as professional performers and educators. They maintain their own schedules and have their own unique teaching styles. Likewise, students have their own expectations and learn in their own unique ways. Every effort is made to match student and instructor, but sometimes learning methods may not coincide. If this occurs, office staff and department chairs will help in facilitating changes.

## MEDIA RELEASES

Registering at the FSPA allows the FSPA, Flint Institute of Music, affiliated organizations, and collaborators the right to use you/your child's name, picture, photograph, voice, comments, etc. on any film, sound track, recording, video tape or other means of recording sound or pictures in any promotional, print, broadcast or online material. You/your child waive the right to any compensation for such use. The FSPA Office must be notified in writing prior to attending if you/your child do not wish to consent to this policy.

## EVALUATION

Music class students receive instructor observation forms at the end of each semester.

Music lesson and ensemble students may request a written evaluation at any time.

Dance students enrolled in Ballet classes receive student outcome forms at the end of each eight-week term.

Discover Dance, Pre-Ballet, Elementary Ballet I, Modern, and Pointe students receive student outcome forms at the end of the second and fourth terms only.

Parents are encouraged to observe dance classes the last week of each term.

## PARENTAL RESPONSIBILITY

Parents/Guardians are responsible before and after class for students who are minors. Parents/Guardians of students ages 8 years and under must bring them to and from the classroom. It is required that parents/guardians arrive on time for pick-up.

If a student's parent/guardian doesn't arrive to pick him/her up after class, the instructor or class assistant will escort the student to the FSPA Office.

If the FSPA Office is closed, the instructor or class assistant will escort the student to the Public Safety office.

## FLINT CULTURAL CENTER ACADEMY

Scheduled to open for the 2019-2020 school year, the Flint Cultural Center Academy is a public, nonprofit charter school. Although the FCCA building adjoins the Flint Institute of Music, with locked doors, the new school is not a part of the Flint School of Performing Arts. However, the FSPA and other institutions on the Flint Cultural Center Campus will have a partnership with the FCCA to expand and enhance the curriculum of their students.

For more information, please visit their website: [fccacademy.org](http://fccacademy.org)

## STUDENT SERVICES

### EMERGENCY CARDS

Emergency cards are kept in the Public Safety Office. Although it is not required, we encourage you to fill one out for each student. You can pick up an emergency card in the Public Safety or FSPA Office.

### CALL BOXES

For our families' convenience, six yellow call boxes are located throughout the building. If help is needed to carry an instrument or from public safety personnel, please use these call boxes.

### STUDENT LOUNGE/ATRIUM

A beautiful Atrium is available to families where they can wait, do homework, read a book, or just relax. Wireless internet is available. A quiet lounge is also often available in Room 116; check the sign on door.

### PRACTICE ROOMS

Music students may use the practice rooms during normal school hours when facilities are available, and previous arrangements have been made with Public Safety by calling (810) 237-3116.

### RENTAL INSTRUMENTS

A limited number of instruments are available for rental by FSPA students. Contact the FSPA Office for availability and rates.

### LOCKER POLICY

Music and dance students may use hallway lockers by registering with the Public Safety Office at (810) 237-3116. Lockers in the dance dressing rooms are reserved for dancers and are issued according to Dance Department policy.

### PARKING

Parking is available in the lot located north of the building. Entrance to this lot can be gained off Mathews Street and Crapo Street. Manning Street may be used for handicapped-accessible parking and student drop-off and pick-up (use designated areas - please do not block crosswalks).

