

### Non-Discrimination Policy

Neighborhood Music School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

### 2017 Calendar and Events

Please check our website and calendar (located in the hallway) for updates on important information regarding:

School Closings  
ShowTime! Dates  
Tuition Reminders  
Student Recitals  
NMS Events, Field Trips, and Performances  
Scholarship Application Deadlines

**Don't forget to Like and Follow us on**



**/NMSMusicLA**



*Est. 1914*

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www.facebook.com/NMSMusicLA  
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### School Hours

Monday - Friday:  
12pm - 8pm

Saturday:  
9am - 4pm

**Student Registration, Payment,  
and Attendance Policies**

*Effective January 2017*

### Private Lesson Registration

The following must be turned in before the first lesson can be scheduled:

1. Completed registration form
2. **Annual \$12** registration fee
3. Tuition for the remaining month

**Tuition for the month must be paid in advance by the 28th day of the previous month.** NMS accepts cash, checks and credit cards. Payments can be made in the Main Office, mailed, or dropped off in our outdoor mailbox.

### Monthly Tuition Rates

<b>30 min. lesson</b>	<b>45 min. lesson</b>	<b>One-hour lesson</b>
\$68 (under 18 years old)	\$102 (under 18)	\$136 (under 18)
\$75 (Adults—over 18)	\$112 (Adults)	\$150 (Adults)

**An \$18 late fee** will be added to each student's monthly tuition if payments are not received (or postmarked) on time. **The student may lose their scheduled time slot if no payment is made by the first lesson of the month.**

### Private Lesson Absence Policies

#### **Make-Up Lessons / Excused Absences / Same Day Cancellations**

No refunds or tuition credits will be issued for student absences. Make-up lessons may be requested for an excused absence (24-hour notice). Make-up lessons may be granted **only** at the discretion and availability of the student's teacher. Make-up lessons are a courtesy from the teacher, not an obligation. No credits will be given for make-up lessons. Students who cancel on the same day as their lesson may not request a make-up lesson.

#### **No Shows**

Students who do not give notice of an absence are considered a No Show. Make-up lessons may not be requested. Two consecutive No Shows will result in the loss of a student's scheduled time slot.

#### **Extended Absences**

If a student will be going on extended leave, they must still pay tuition for the month if they want to hold their spot with their teacher.

### Group Class Registration

The following must be turned in to be **officially enrolled** in the class:

1. Completed registration form
2. Tuition for the class session

NMS accepts cash, checks and credit cards. Payments can be made in the Main Office, mailed, or dropped off in our outdoor mailbox.

Instrumental Ensembles (5-8 students)	-	\$8 per hour
Group Classes	-	\$8 per hour
Early Childhood Music (5-8 students)	-	\$8 per 45min

### Group Class Absence Policy

Group classes rely on a team dynamic, which means students should make every effort to attend every lesson. Group classes cannot be made up, and tuition cannot be refunded, for any missed classes. However, please tell your teacher and let the Main Office know of any planned absences.

A full refund will only be given if cancellation is given to the Main Office at least 24 hours before the group's first class.

### Teacher Absences

If a group or private teacher is absent, an appropriate substitute will be arranged for the normally scheduled lesson or class time. If no substitute is found, you will be contacted to reschedule or a credit will be applied for that lesson.

**We request that you comply with the following policies. All scheduling and payment arrangements must be made with the Main Office in person, by phone, or e-mail. Your teacher is not responsible for scheduling and payment arrangements. If you have any questions, please ask the administration to explain them.**