



Northern Virginia School of Music
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WELCOME TO THE NORTHERN VIRGINIA (NOVA) SCHOOL OF MUSIC

Thank you for choosing the NOVA School of Music as your place for your family to study music. Whether you or your children are a beginner, intermediate, or advanced student, we trust that you will have fun and be challenged to grow in your musicianship through studying at NOVA School of Music. This Student/Parent Handbook answers many frequently asked questions. However, you may always feel free to call the office at (571) 639-8158 to discuss issues, questions, and concerns.

PHILOSOPHY OF MUSIC EDUCATION

NOVA School of Music offers quality instrumental and vocal instruction. Students at NOVA School of Music learn in a conservatory environment, directed by a knowledgeable faculty. They are trained in the theoretical and historical aspects of music, as well as the art of playing an instrument. They also have the opportunity to attend Studio Classes, which are held throughout the year to supplement the weekly lessons and provide performance opportunities in preparation for formal recitals, competitions and festivals. Extra fees apply to compensate the teachers time.

FACULTY

The faculty at NOVA School of Music consists of highly educated and accomplished musicians. Faculty members have an extensive list of performance credits and work experiences in addition to their formal training. Along with their high level of talent they bring a nurturing approach to lessons, encouraging each student to work at their fullest potential. Therefore, any student from beginner too advanced, age four to adult, can excel at NOVA School of Music.

ENROLLMENT & TUITION AT THE NOVA SCHOOL OF MUSIC

*Students may enroll in NOVA School of Music lessons or classes at any time, although there are specific registration periods that precede the beginning of each semester. Tuition fees will be prorated as necessary, reflecting the date that the student begins instruction during the semester. **TUITION IS DUE BY THE 15TH OF THE MONTH IN ORDER FOR LESSONS TO CONTINUE TO INSURE THE FACULTY'S PAY IS SECURE FOR YOUR ALLOTTED TIME.** Unless you have worked out a different due date with the office any payment received after the 15th will have a late fee of \$15.00 added to the payment. We ask that you give the office a month's notice should you or your child withdraw from lessons. This will give us time to fill the open slot to ensure the teachers salary.*

LOCATION OF LESSONS

All lessons and classes taught by NOVA School of Music faculty are subject to the same rules and regulations, regardless of location. Written permission from the director is necessary for individual lessons taught off-site.

PARENT/STUDENT ATTENDANCE - YOUR RESPONSIBILITIES

Students eight years of age or younger must be accompanied by a parent in lessons. This allows the parent to assist with daily practicing and reinforcement throughout the week. Students must attend weekly lessons/classes promptly with their music and instrument in hand. Arriving late or unprepared significantly impairs productivity in a lesson. The individual instructor reserves the right to dismiss any student who is persistently tardy, absent or lacking in preparation.

LESSON CANCELLATIONS & RESCHEDULING

*Learning music is a sequential activity, with each instructional session building on the last. It is very difficult for students to progress properly without weekly instruction. **If you are unable to attend a lesson or class for any reason, please notify your teacher immediately or no later than 12:00 noon on the day of their scheduled lesson in order for it to be excused.** If a student is more than ten minutes late for a lesson, the teacher will assume that the lesson is cancelled. "No Call, No Show" absences are unexcused and may not be rescheduled. Missed group classes cannot be made-up. Thank you for being on time, as lessons and classes cannot be extended if you happen to arrive late. **One make-up lesson per semester** in fall and winter/spring will be available to students who miss a scheduled lesson due to an excused absence only. Excused absences include: (1) illness, and (2) family emergency. If inclement weather is an issue on-line lessons will be offered.*

TEACHER CANCELLATION

Individual Instruction

If a teacher must be absent, the lesson will be made up at a mutually agreeable time or credited to your account. Please allow 10 minutes before assuming that your teacher is absent, especially in the event of inclement weather.

Class Instruction

In the rare case that a class is cancelled by the instructor, it will be re-scheduled or credited to your account.

SEVERE WEATHER POLICY

The NOVA School of Music does not wish to endanger students or faculty by subjecting them to weather that is potentially dangerous. If the Loudoun County School System declares a weather-related cancellation, all **group classes** will be cancelled. For cancellation of private lessons, please call your teacher as conditions usually improve as the day progresses.

SEMESTERS AND MAKE-UP SESSIONS

Individual lessons are billed according to 16-week fall and 20-week spring semesters. Please see make-up policy for excused lessons. Recitals occur twice a year during fall & winter/spring semesters. A small fee will be charged to help cover the expenses.

RECITALS AND PUBLIC PERFORMANCES

The faculty at NOVA School of Music believes that music is not meant to be experienced only in the private corners of our lives, but that it should be shared with others. One of our goals is to prepare each student for performances. Performing for others increases a student's self-esteem, provides a reward for hard work and discipline. While participation in recitals is highly encouraged, it is not a requirement to remain in good standing at NOVA School of Music.

MEDIA PERMISSION

Registering for a class at NOVA School of Music, the student and parent/guardian give the NOVA School of Music permission to use and reuse photos, video footage, news footage, and other media. NOVA School of Music is released from any and all claims arising out of or in connection to the use of news stories or any media releases, including any and all claims for libel. Please note: If you prefer that your child not be involved in any media coverage of related events, please notify the office in writing when registering your child. Without formal notification, NOVA School of Music will assume that you comply with the above media release policy.

NON-DISCRIMINATORY POLICY

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

DISCIPLINE POLICY

We believe that music is a wholesome family activity and encourage parental involvement in all group and private lessons. If a student becomes disruptive during a class or lesson we may ask the parent to remove the student until he/she is able to participate appropriately. In the event of a discipline problem with an unaccompanied student, the teacher may request a conference with the parents. If a second conference must be scheduled, the C.E.O. will attend to help seek an appropriate resolution.

FINANCIAL TRANSACTIONS

NOVA School of Music office handles all money matters. Faculty members are never responsible for handling payment for any services, including lessons, masterclasses, recitals, or festivals. The **only exception** is when a faculty member has purchased books for their students taking private lessons. Reimbursement, for books only, will be made directly to the faculty member. This policy is in effect to protect you and your financial privacy, as well as protecting the teacher from tax liability.

Thank you for joining the NOVA School of Music family. We are glad you allow us the opportunity. Please let us know if you have any questions or concerns. We will work hard to answer your questions and help your family to excel in unraveling the mysteries of music and making it a vital part of ones life!