

# POLICIES & PROCEDURES

Revised August 2019

BRIDGES ACADEMY OF FINE ARTS AT ST. LUKE'S UNITED METHODIST CHURCH, HOUSTON

## **Enrollment & Payment Authorization**

Our online enrollment form constitutes our sole record of your enrollment. A completed registration and payment authorization for each term per student is required to process your enrollment. Should you require additional lessons later in the semester, you will need to complete this online registration form again. Visit <http://www.bridgesfinearts.org/enroll> to find links to the appropriate semester's form.

Please note that your enrollment is not complete without a valid payment authorization on file. You may opt to pay in full or in installments over the course of the semester using a bank account or credit/debit card. For credit/debit card authorizations, we will add a 2.6% convenience fee to card payments to help us manage those processing costs. If you already have an authorization on file with us, we will use this method of payment unless you provide an alternate. All payments are processed securely by our finance department.

## **Semesters/Terms**

Open enrollment allows students to begin lessons at any time during the year; however, we invoice students and compensate teachers by semester, including Fall (September 1—December 31), Spring (January 1—May 31), and Summer (June 1—August 31). You and your teacher will determine the appropriate number of lessons for each semester based on your combined availability.

## **Tuition & Fees**

Our annual registration fee of \$50 per family is applied each fall (or \$25 when first registration occurs in the spring). Tuition is non-refundable, except in extraordinary cases of medical emergency or relocation away from the city. Account credit must be used within one calendar year of the date the services were purchased.

### **LATE PAYMENT FEE**

We will apply a \$25 late fee to accounts lacking payment or a valid payment authorization on file after 15 days following registration. Teachers will be instructed to suspend lessons for accounts that are 30 days past due.

## **Attendance, Cancellations and Make-up Lessons**

Lessons are purchased on a semester basis and must be completed by semester's end. Students are allowed two cancellations per semester with a 24 hour notice in order to be eligible for make-up lessons. More than two cancellations will not be made up or refunded.

Make-up lessons are offered based on the teacher's availability. Please note that the teacher's availability is limited and it is the student's responsibility to arrange a time within those limits. Exceptions to this policy will be made in the case of serious illness or emergency, at the discretion of the Director.

Lessons cancelled by the teacher or cancelled due to inclement weather or building closure will be made up at a time that is mutually convenient for the student and teacher.

If you experience difficulties with your lessons, please notify the office immediately. Bridges Academy reserves the right to suspend lessons for students who are in arrears with their tuition or and dismiss a any student due to lack of interest or progress, frequent absences and/or tardiness, behavioral problems, or other failure to abide by policy.