



317 Main Community Music Center Policies & Procedures

317 Main is a nonprofit, tax-exempt organization. We offer a variety of music programs and services in a community setting to make music as widely available to as many people as possible. In addition to private and semi-private lessons, 317 Main offers group lessons, classes and ensembles, as well as various summer music experiences. Your cooperation with the following policies and procedures will help us operate efficiently and continue to serve our community to the best of our ability at a minimal cost.

Registration

All students must complete a registration form online or in person to enroll in the upcoming session. Students may be accepted mid-session if open teaching times are available. Instruction is not offered on a week-to-week basis.

By enrolling in lessons, classes or programs at 317 Main, students/family members agree to the policies and procedures outlined below and found online at www.317main.org.

Returning Students

Returning students who want to keep their lesson time and day are given scheduling priority during our **Save Your Spot** registration period. Early Bird tuition rates apply. Over the summer break, returning students are allowed to **Pre-Register** for the fall.

Early Bird Registration

Early Bird registration for the upcoming session occurs 2-3 weeks prior to the beginning of that session. Please check the 317 Main calendar for specific dates. *Registration applications will be processed according to the date in which they are received along with payment in full.* Early Bird rates are discounted from the regular tuition, but are not available to those participating in our payment plan.

Calendar

317 Main's calendar is divided into three trimesters: Fall and Winter (13 weeks each), and Spring (11 weeks). The summer session includes lessons and camps offered during July and August. Private lessons are flexible and are arranged on a week-to-week basis, according to individual teachers' schedules.

Workshop Week

During the final week of the Fall session, performance recitals and workshops take place instead of regular lessons. Our instructors develop these programs to create performance opportunities and encourage group participation. Students are encouraged to participate in

either a 317 Main performance recital or workshop, or both. Make-up lessons are also scheduled this week.

Enrollment Guidelines

Enrollment in private, semi-private, and group lessons and music classes is offered to musicians of all abilities, ages 3 years old and above for stringed instruments, and ages 4 years old and above for piano. Students age 0-6 are encouraged to participate in 317 Main's Little Roots Early Childhood Music Education programming. For musicians under the minimum age requirement, we offer private lessons on a trial basis to allow the teacher an opportunity to assess the musician's level of interest and commitment. 317 Main reserves the right to honor teachers' considerations in any teaching situation.

Trial Lessons

Prospective students may schedule a trial lesson with one of 317 Main's teachers through the Front Desk. We offer this to help students determine if a lesson will be a good fit for both student and teacher. Payment for the trial lesson is due at the time of the lesson, after which the student may choose to continue for a full session and register accordingly.

Semi-Private Lessons

Semi-private lessons are available to two students who register together. Occasionally a teacher may recommend that two compatible students enroll in a semi-private lesson.

Withdrawal Policy

Registered students who state their intention to withdraw before the beginning of the term will receive 100% refund or tuition credit. Once the session begins, requests to withdraw from private or group lessons will be reviewed on a case-by-case basis. In all cases, the intent to withdraw must be submitted in writing to the Registrar a minimum of one week before withdrawal. In extenuating circumstances, for students who must withdraw between the 2nd and 6th week of the session, a tuition credit toward future lessons at 317 Main may be issued for the balance of the session. Credit balances are valid for ONE YEAR only from date of issue. No credits will be issued after the 6th week of any session. The annual registration fee is non-refundable.

317 Main reserves the right to cancel courses if enrollment is below an acceptable minimum. In this case, all fees will be refunded.

Tuition for classes, groups, and ensembles is for the complete session and cannot be prorated if a student cannot attend all classes.

Make-Up Policy

Make-up lessons will not be given for student absences, but all teacher absences or cancellations will be rescheduled. Make-up lessons must be scheduled by the teacher.

Snow Days

317 Main does not follow the cancellation and/or delay policies associated with any school district. In the event of snow, please check the homepage of our website at www.317main.org our social media pages, or call the Front Desk at 846-9559 for information about the status of all lessons. If closed, you'll hear a recording. Students are entitled to one make-up lesson per session for lessons that are cancelled due to weather conditions.

Jam Sessions

317 Main offers a variety of weekly jam sessions that meet in the evening in our Yarmouth location. The drop-in fee to participate is \$5.00 per jam session. Please check our website calendar at www.317main.org for a list of our ongoing jam sessions.

Permissions

317 Main may photograph, record, and/or videotape classes, lessons and/or events sponsored by 317 Main for educational purposes and/or use on the 317 Main online media and in publication materials. **If you do not wish to be photographed, recorded, and/or videotaped, please submit a brief written statement (or indicate your preferences on the registration form) and submit it to the Front Desk.**