



**Carlsbad Village Music**  
505 Carlsbad Village Drive, Carlsbad, CA 92008  
[www.carlsbadvillagemusic](http://www.carlsbadvillagemusic.com) (760) 729-9911

Welcome to Carlsbad Village Music (CVM). We are happy to have you experience, learn, and play music with us. Please review the policies outlined below.

### **Tuition and Registration**

Tuition is paid monthly and it's important to note that it is not calculated by the week. Your monthly tuition rate is the same each month even though some months will have 5 lessons and others as few as 3. Annually it averages out to four lessons per month. Holiday closures and summer break have been calculated into the monthly tuition rate. Our calendar is posted on the website and is available at the front desk. *Tuition is based on enrollment, not attendance.*

CVM offers open enrollment so you may register for lessons at any time. If a student begins in the middle of the month, we prorate the lesson tuition for the partial month. The first payment and registration fee must be paid to reserve your preferred time slot. All remaining payments will be charged on the first day of the month thereafter through our secure autopay system.

The registration fee is \$25 per family and must be paid again if student becomes inactive and wishes to reenroll. The tuition and registration fees are non-refundable and non-transferable. Students also renting instruments will only incur one registration fee of \$40, for both lessons and rental.

### **Payment Fees and Flex Pay**

Tuition is charged through autopay on a debit or credit card on the first day of every month. Electronic payment is required for student enrollment. If payment is not received by the seventh day of the month due to a declined transaction, it's considered late and will incur a late fee of \$10. All students need to have a valid credit/debit card on file.

Students wishing to attend lessons on a short term or limited basis (Flex Pay) may contact CVM for availability. Lesson rates are higher and lesson times cannot be guaranteed, but this is ideal for students who travel or prefer intermittent lessons. Students enrolling in monthly lessons will have priority in scheduling.

### **Health, Safety, Absences, Make-Ups and Cancellations**

Lessons canceled by the student for any reason will not be automatically made up and missed lessons will not be refunded. A courtesy make-up lesson may be *requested* by texting your instructor. Many teachers have full calendars and cannot accommodate a courtesy make-up but may use their discretion if they have availability and the student has an unforeseen illness, accident, or emergency. Missed lessons due to vacations, traveling, and conflicting activities are not automatically eligible for a courtesy make-up. If a courtesy make-up is offered, it can only be redeemed if on active enrollment, and all tuition is current. Student may sign up for "Bonus Days" for a maximum of 2 hours.

Students should not attend lessons when sick (fever, nausea, vomiting, etc.) CVM reserves the right to cancel a lesson and excuse a student who arrives showing symptoms of illness. In this case a makeup lesson will not be offered.





Canceled lessons by teachers will be issued a make-up credit that does not expire. Although it is infrequent, CVM may provide a qualified substitute for a teacher absence or required make-up if in the best interest of the school and schedule.

**Lessons must be canceled by the 20<sup>th</sup> of the month in writing** through email or completion of the withdrawal form available at the front desk. As a courtesy, please notify CVM or your instructor in writing of your intent to discontinue as soon as possible. We are unable to refund tuition, so inactive status will be set for the following month. If you wish to discontinue temporarily or leave for a portion of time, unfortunately your lesson time cannot be held or reserved. We will be happy to see you return but lesson time, teacher, and current rate may not be available. Upon return, the registration fee will be charged. We are quickly growing to capacity, so consider a leave of absence carefully.

### **Photo Release, Cameras and Showcase Opportunity**

Students enrolled with CVM are giving consent to use their photograph, video, or audio recording as promotional publications or press release. These items may be used on the CVM website, social media or other marketing materials.

For security and safety purposes only, cameras recording visual footage are located in the instruction rooms and corridor. No auditory recordings are made of lessons.

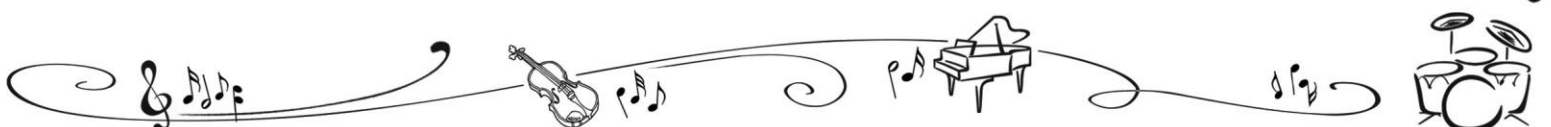
Students are offered 2 events to showcase their music. Attendance is optional but strongly encouraged. CVM is very involved in community events and looks for additional opportunities for students to perform on a volunteer basis. Students can participate if all tuition is current and on active enrollment.

### **Non-Discrimination Policy and Changes in Policy**

Carlsbad Village Music complies with all laws prohibiting discrimination in the conduct of its operations and programs. CVM admits students of any religion, gender, race, color, sexual orientation, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. CVM does not discriminate in its administration of policies and programs.

CVM reserves the right to change policies, fees, or waivers at any time. On behalf of the staff of Carlsbad Village Music and myself, we are grateful to provide an environment that is safe and fair for many students who wish to have music in their lives. Our policies allow everyone to experience music in a positive and encouraging atmosphere. We thank you in advance for respecting and following the policies set forth.

With appreciation, Janine Thomas and the CVM Team





### CVM 2021 Holiday/Summer School Closure Schedule

<b>January 1</b>	<b>Friday</b>	<b>New Year's Day</b>
<b>January 2</b>	<b>Saturday</b>	<b>Winter Break</b>
<b>May 31</b>	<b>Monday</b>	<b>Memorial Day</b>
<b>July 3</b>	<b>Saturday</b>	<b>Summer Break</b>
<b>July 5</b>	<b>Monday</b>	<b>Independence Day</b>
<b>July 6</b>	<b>Tuesday</b>	<b>Summer Break</b>
<b>July 7</b>	<b>Wednesday</b>	<b>Summer Break</b>
<b>July 8</b>	<b>Thursday</b>	<b>Summer Break</b>
<b>September 6</b>	<b>Monday</b>	<b>Labor Day</b>
<b>November 24</b>	<b>Tuesday</b>	<b>Fall Break</b>
<b>November 25</b>	<b>Wednesday</b>	<b>Fall Break</b>
<b>November 26</b>	<b>Thursday</b>	<b>Thanksgiving</b>
<b>November 27</b>	<b>Friday</b>	<b>Black Friday Come Shop</b>
<b>November 28</b>	<b>Saturday</b>	<b>Small Bus Sat Come Shop</b>
<b>December 21</b>	<b>Tuesday</b>	<b>Winter Break</b>
<b>December 22</b>	<b>Wednesday</b>	<b>Winter Break</b>
<b>December 23</b>	<b>Thursday</b>	<b>Winter Break</b>
<b>December 24</b>	<b>Friday</b>	<b>Winter Break</b>
<b>December 25</b>	<b>Saturday</b>	<b>Winter Break</b>
<b>December 27</b>	<b>Monday</b>	<b>Winter Break</b>
<b>December 28</b>	<b>Tuesday</b>	<b>Winter Break</b>
<b>December 29</b>	<b>Wednesday</b>	<b>Winter Break</b>
<b>December 30</b>	<b>Thursday</b>	<b>Winter Break</b>
<b>December 31</b>	<b>Friday</b>	<b>New Year's Eve</b>

Revised 12/01/2020

