

## **Billing and Payment**

- Tuition for weekly lessons can be paid per semester or in monthly installments. A credit card or bank routing number is required with registration. Amount due is posted by the 1<sup>st</sup> of the month; any unpaid accounts will be automatically drafted on the 5<sup>th</sup>.
- Fees are posted in the parent portal upon registration for lessons. If you have questions about pricing prior to registering, you may contact the office: 404-228-7753.
- Checks (Payable to First Presbyterian-SFA) and all major credits cards are accepted.
- Payments can ONLY be handled by the SFA office; please do not give payments to a teacher. Instructors are not authorized to respond to client matters concerning billing or lesson discontinuation.

## **Private Lessons Policies**

### **Scheduling**

- Each semester consists of 18 weeks. August-December and January-May. Lessons will meet weekly at a time scheduled between the client and teacher. Your monthly private lessons tuition is payment to reserve your teacher's time every week at your scheduled lesson time.
- Clients should schedule a weekly lesson time upon confirmation of registration for lessons. The client will be contacted by the teacher after the office receives lesson registration. If needed, the School of Fine Arts office can facilitate this scheduling. Adult Flexible lessons for those 18 and up may be arranged through the school.
- Holidays: The School of Fine Arts is closed on Labor Day, Tuesday-Saturday of Thanksgiving week, MLK Day, First week of April, Good Friday, Easter Sunday and Monday as well as designated breaks in between semesters. These days are built into your lesson count and do not need to be made up.
- Enrollment at the school is perpetual. Semester breaks in between regular lessons are scheduled but a student is continuously on a teacher's roster until a 2 week written notice is delivered to the office. Teacher's do not coordinate lesson cancelation.
- Lessons cancelled by the client with less than 24 hours' notice are forfeited. For students under 18, it is the obligation of the parent or guardian to notify their instructor of all cancellations; this includes rescheduling due to school holidays.
- Students are allowed 2 rescheduled lessons per semester. Please consider this when choosing your lesson day and time.



1328 Peachtree St. NE  
Atlanta, GA 30309  
404-228-7753

Katie Merriman, Director

- Any spaces or rooms on the campus of First Presbyterian Church of Atlanta are designated for School of Fine Arts use only. Outside use of any space for lessons or private use is not permitted. If you would like to reserve a room rental please contact the office at [sfa@firstpresatl.org](mailto:sfa@firstpresatl.org) or 404-228-7753
- The School of Fine Arts does not offer in-home lessons.
- Teachers contracted by the School of Fine Arts may not continue lessons with any student of the program outside of the School of Fine Arts for a period of 2 years after their employment has ended or a student has discontinued lessons.

### **Safety**

- Our building is open for various different activities and programs throughout the day. Our security and facilities teams do a great job of keeping everyone safe; however, to ensure your student is accounted for on campus, **any student under the age of 12** must be accompanied by a responsible adult.
- Upon registration, you waive any right to claim injury or loss of personal items against First Presbyterian Church or the SFA and its instructors. You grant the right to use photographs taken of your child during lessons or performances in displays or marketing pieces. There will be no compensation for such usage.

### **Termination Policy**

Two weeks written notice is required to terminate private lessons. The office must be notified directly rather than a notice given to a teacher. Please contact Katie Merriman at [sfa@firstpresatl.org](mailto:sfa@firstpresatl.org) or at the address above.

### **Recitals**

Recitals are held in December and May. All students are expected to attend and no alternate recitals dates will be given due to student or teacher conflicts.

### **Concerns or Questions**

Any concerns or conflicts should be communicated directly with the School of Fine Arts office. You may contact the Director at [sfa@firstpresatl.org](mailto:sfa@firstpresatl.org), by phone: 404-228-7753 or in person at First Presbyterian Church: Room 224