



272-2127 254-2782

POLICIES & GUIDELINES

Inspiring Excellence Through Music

1. General Policy

Welcome to Harborlight Music Academy. Our goal is to provide high-quality music education in a structured, encouraging, and professional environment.

All students and parents are expected to follow the policies below to ensure a positive learning experience.

2. Lesson Schedule

Lessons are held once per week at a fixed scheduled time.

Each lesson lasts 60 minutes, depending on enrollment.

Students must arrive on time. Late arrival may result in a shortened lesson.

3. Attendance Policy

Regular attendance is essential for progress.

If a student cannot attend:

Please notify the academy at least 24 hours in advance.

Make-up lessons:

May be offered based on teacher availability.

Missed lessons without notice may not be rescheduled.

4. Choir Participation & Discount Policy

Students are encouraged to participate in the *Harborlight Music Academy Choir Program*, which provides valuable ensemble experience and performance opportunities.

Students enrolled in the choir program are eligible to receive a 20% discounted tuition rate on their weekly lessons.

- The discount applies while the student is actively participating in choir.
- Choir members are expected to attend rehearsals regularly and participate in scheduled performances.
- The academy reserves the right to adjust or discontinue the discount if participation requirements are not met.

5. Tuition Policy

Tuition is charged monthly.

Payment is due at the beginning of each month.

Tuition reserves your lesson time and is not based on attendance.

Late Payments:

A grace period of 7 days may be allowed.

Late payments may result in:

Late fee (\$10)

Suspension of lessons until payment is made

6. Cancellation & Withdrawal

A 2-week notice is required to discontinue lessons.

No refunds will be given for unused lessons without proper notice.

7. Practice Expectations

Students are expected to practice regularly:

Beginners: 15–20 minutes daily

Intermediate: 30 minutes daily

Advanced: 45–60 minutes daily

Consistent practice is the key to progress.

8. Parent Responsibilities

Parents are encouraged to:

Ensure students attend lessons on time

Support regular practice at home

Maintain communication with teachers

Encourage a positive attitude toward learning

9. Student Conduct

Students should:

Show respect to teachers and other students

Follow instructions

Come prepared with books and materials

Maintain a positive and cooperative attitude

10. Recitals & Performances

Students will have opportunities to perform in recitals.

Participation is strongly encouraged.

Recitals help build confidence and performance skills.

11. Holidays & Closures

The academy may observe public holidays.

Families will be notified in advance of any closures.

12. Communication

For questions or concerns, please contact:

Harborlight Music Academy

Director: Rose Auvaa

272-2127 | 254-2782

harborlightmusic@gmail.com

13. Agreement

By enrolling in Harborlight Music Academy, students and parents agree to follow all policies outlined above.