



Private Music Instruction Policies

Thank you for choosing Potomac Arts Academy for your music lessons! We look forward to helping you develop your skills and further your love of music. Following are a few things to know before getting started.

SCHEDULING LESSONS

Private Instruction is offered in blocks of 12 weekly lessons (with 30, 45 or 60 minute options) during the Fall and Spring semesters. Although 12 lessons are scheduled, the student is given 14 weeks to complete the lessons allowing for 2 missed lessons due to illness, travel, etc. ***Prior notice must be given to the instructor for a missed lesson (at least by the morning of the lesson day in the case of illness), or it will count as a lesson given.*** For new students, we offer a trial package of 4 lessons with the option of continuing with the remaining 8 lessons afterwards. We do accept students on a space available basis after the start of the semester. For those students beginning lessons after the start of the semester but before the midpoint, there will be one built in makeup day. For those students starting lessons after the semester midpoint, no makeup lessons will be offered.

The Summer semester at Potomac is 8 weeks, and we encourage students to continue their studies even if just for 4 lessons. Students may schedule between 4 and 8 lessons during this time with no makeup lessons offered.

ATTENDANCE

A weekly lesson and daily practice are essential in order to improve your skills and technique. If our facility closes due to inclement weather or the instructor must cancel due to illness, we will work with you to find an agreeable date to reschedule your lesson. We do not offer a refund for missed lessons. ***Please note: We follow Fairfax County Public Schools inclement weather closings. We will cancel and reschedule lessons if FCPS closes due to weather.***

REFUNDS

Notice of withdrawal from instruction and all requests for refunds must be made in writing to Potomac Arts Academy. Verbal notice or requests from students or parents cannot be accepted. The Registration Fee of \$50 is non-refundable. Requests for withdrawal/refund made before the first lesson are 100% refundable, less the registration fee. Requests for withdrawal/refund made after the first lesson will be considered on a case by cases basis, with a minimum charge of for 4 lessons and the \$50 Registration Fee required in all cases.

RECITALS

We encourage all of our students to participate in either the fall or spring recital on campus in the new de Laski Performing Arts Building. It is very motivating for students to participate and prepare for a recital and is a fun experience as well. We hope you will take advantage of this great opportunity to perform in a professional venue (equipped with a Steinway concert grand piano) with an appreciative audience of parents, friends and fellow students.

Potomac Arts Academy • 703-993-9889 • www.PotomacAcademy.org