



Statement of School Policies

Non-Discrimination Statement

Enrollment at Talent Education School of Southern Illinois is available without regard to race, creed, sex, national origin or handicap*.

**We regret that our current (leased) location is not wheelchair-accessible -- a situation that is beyond our control at the present time. TESSI staff will gladly provide referrals or other assistance in locating competent music teachers with accessible studios to those individuals desiring to enroll who might be unable to gain physical access to our teaching studios.*

Non-Exception Statement

TESSI guidelines for applying policies do not include making individual exceptions. Making exceptions for some and not all would negate the non-discrimination policy, destabilize the organizational characteristics of the school and impact the well-being of students, parents and teachers. TESSI will not make individual exceptions to its policies.

Missed Lessons

The TESSI policy for missed lessons is that no make-up lessons will be given. Lesson times are reserved for each student in the teacher's schedule. If the student does not come, the lesson is forfeited and no tuition refunds will be given. *Please see "Predictable Absences" and "Teacher Absence..." below.*

Predictable Absences

In many cases forfeiting a lesson due to a predictable absence may be avoided by the parent's making arrangements to trade a lesson time(s) with another student, then informing the teacher of the lesson trade date(s). It is not the teacher's responsibility to coordinate such arrangements other than to provide contact information upon request. Each studio teacher typically includes this information on their lesson schedule.

Closures and Cancellations for Inclement Weather

Carbondale Public school closures due to weather conditions will generally determine TESSI closures, but it should be noted that in many cases roads are sufficiently clear by the afternoon for those lessons to take place as normal. Check with local television channels 3, 6 and 12, for news to determine school closures, or call TESSI at (618) 457-6300 to check the general greeting message for our specific closure information.

Due to travel safety concerns for students living out of the Carbondale School District's areas, use your own best judgment if your local schools are closed, but Carbondale schools are open. **Weather closure lessons will not be made up.**

Break and Holiday Scheduling

During the 40-week school year, breaks are scheduled for Thanksgiving, Christmas and Spring Break. The specific dates for each are published in the TESSI newsletter, the annual calendar, and on individual studio bulletin boards and calendars. Breaks for other holidays may also be incorporated into the schedule by individual teachers. Your individual lesson teacher is responsible for informing you of any date adjustments for scheduled breaks that are specific to that teacher's studio, and

for any personal scheduling conflicts they may have. Breaks will be accounted for in the teacher's schedule and will not reduce the number of lessons that students will receive.

In general our break dates loosely coincide with those of the Carbondale public schools and/or SIUC. Due to the extent of geographic region present in our student enrollment and differences between individual public school calendars - including those within Carbondale, coordinating break dates to work for everyone is not within our power.

Teacher Absence/Cancellations

If the teacher is absent or has to cancel a scheduled lesson for non-weather related reasons, it is the teacher's responsibility to make up the lesson. In the event of protracted teacher illness or injury which makes it overly difficult or impossible to schedule make-up lessons, the teacher may elect to issue a tuition credit to the affected students.

Late Fees

Tuition payments are due on the 15th of each month, and if they are received (or postmarked) after the 22nd, a \$10.00 late fee is automatically assessed. Tuition due dates are not affected by holidays, breaks, illnesses or other circumstances which alter attendance at or scheduling of lessons. If you will not be able to drop your payment at TESSI, please pay early, or mail it in.

Delinquent Tuition Payments

In the event that tuition installments become overdue by two or more payments, lessons may be suspended and the enrollee can be required to make full payment of any overdue balance plus the next scheduled payment before lessons will be resumed.

Returned Check Fees

Each check returned by a bank unpaid for any reason will incur a \$25.00 bookkeeping fee.

Open-Door Lesson Policy

In keeping with the philosophy of Talent Education, TESSI encourages students to observe the lessons of other students as a learning and motivational tool. *"Come Early, Stay Late"*

Conditional Enrollment for Prospective Students

Enrollment is conditional, depending on the teacher's scheduling availability. If no lesson times are available, the prospective student will be placed on a waiting list until a time becomes available.

Scheduling Priority

After teachers have scheduled continuing students, new incoming students whose parents have completed Parent Preparatory Class and the recommended observation period will be given priority for placement in the teacher's studio.

- Any questions regarding TESSI policies should be directed to your private teacher.
- These policies are subject to change. Changes to these policies will be communicated in writing to enrollees via one or more of the following means: mail, newsletter, posted notice at the TESSI facility, on our web site at www.tessimusic.org, or any other reasonable means.