



\_\_\_\_\_ Semester 2025 Agreement

**Semester Agreement & Policies and Procedures (“Agreement”)  
of the**

**Black Hills Studios of the Arts (“BHSA”), A South Dakota Nonprofit Corporation**

We at BHSA are so pleased you came to learn with us! The following contains valuable information regarding the semester tuition agreement and policies and procedures followed at BHSA.

**STANDING POLICIES:** Parents are encouraged to sit in on their child’s lesson. This is especially helpful for beginning students or if the parents have no prior musical experience. It enables you to know what is expected from your student each week and what they are to be practicing at home. Students need to practice as soon as possible after lessons for the best retention of instruction. If your child has any special needs, please let us know, so we can accommodate your child and provide the most conducive learning environment. If you have any questions, feel free to discuss this with your student’s teacher.

**ATTENDANCE:** Students should arrive 5 minutes before their lesson with their instrument and any books or supplies necessary for the lesson. In the case that the student is unable to attend a lesson, please contact the teacher or the front desk. Please keep in mind that your time slot is reserved for you only, and every effort should be made to be on time. Please call BHSA with reasonable notice (preferably within 24 hours) if you are unable to make your scheduled lesson time.

**MAKE UP LESSONS:** To qualify for a Makeup Lesson, BHSA **MUST** receive **at least 24 hours’ notice** that the student will be absent. Times and dates for makeup lessons are to be arranged with the student’s teacher. The teachers will make every effort to accommodate the student’s and parent’s schedules, around the existing schedule. Due to time restraints, the need to pay our teachers (during presence or absence), and the volume of clientele, Makeup Lessons are limited to 1 (one) per semester. There are three (3) semesters in a calendar year, namely spring, fall, and summer semesters. The annual calendar is included with and made a part of this Agreement.

**CONFERENCES:** Conferences may be held anytime, as mutually scheduled, throughout the year. The request may come from the parent or the teacher when either feels there is a need to discuss the student’s progress. If your student’s progress is not as you expected, please schedule a time to talk to either the teacher or the Executive Director of BHSA so that adjustments in teaching methods may be made, if possible. To create the successful environment, it is imperative that parents and staff work together on behalf of the students.

**TUITION AND INVOICING:** Tuition for each semester will be due and payable by the date of the first lesson of each semester. The tuition included the required South Dakota sales tax. (Refer to the price sheet included herein for tuition and other service prices.) Please refer to the current annual calendar as not every month will have four lessons. Some months will have more, some months will have less, due to breaks and holidays.



Tuition payment will be received by ACH payment. An ACH Form is included and made a part of this Agreement. Please Note: If the ACH transaction is declined, an extra fee will be applied to your account.

If you require a monthly payment plan for your semester’s tuition, BHSA offers a monthly payment plan by ACH as well. An additional processing fee will be added to each month’s payment. Such plans may be discussed and set up with the Administrative Assistant prior to each semester’s start date.

If your account becomes past due, and you do not respond to BHSA communication, and/or no payment plan is put in place, lessons will be terminated immediately.

**SUPPLIES AND BOOKS:** Please make sure that your student has a book bag or backpack to keep their assignment notebook and music books together. Please make sure the student brings all these materials and the instrument (if applicable) with him/her each week.

**PRACTICE:** Students are encouraged to practice the required minutes or number of times as designated by the teacher. The following schedule can be referred to as a guideline to follow:

Piano Students: Practice 5+ days each week:		Band or Orchestral and Voice Students: Practice 5+ days each week:	
Primer/Prep Course	15 minutes	Beginner	20 minutes
1A & 1B:	30 minutes	Intermediate	30 minutes
L2 & L3:	45 minutes	Advanced	45+ minutes
L4 & up:	60 minutes		

**INSTRUMENTS:**

Piano Students: If you have an acoustic piano, please have it tuned prior to beginning lessons. A student cannot play correctly if he/she cannot hear the correct pitch. If possible, please consider an acoustic or digital piano, as the student may have difficulty developing proper skills on an electronic keyboard or otherwise un-weighted piano.

Band or Orchestral Students: Students must have an instrument to play. If you need an instrument, please talk with your teacher or the Executive Director or Executive Assistant for recommendations on where to find an instrument. Please make sure the instrument is in proper working order prior to beginning lessons. A student cannot advance and will get extremely frustrated if he/she does not have the ability to make the proper sounds.

As a nonprofit corporation, we do have access to some free and reduced-cost instruments, so please see the Executive Director for an application.

**TERMINATION AGREEMENT:** When you or your child signs up for lessons, it is expected that they will continue throughout the semester. If it is necessary to terminate, a 30-day advanced written notice is required. You will not receive a credit on your pre-paid semester’s tuition. This allows for necessary schedule changes created by a student dropping. Emergency termination or cancellation will be handled on a case-by-case basis. Please visit with your student’s teacher or the Executive Director or Executive Assistant of BHSA to discuss options before terminating lessons.



**ROUND-UP PROGRAM:** Interested in supporting BHSA with your change? Choose to round up to the nearest \$10. **Join our Round-Up Program.** When you participate, we set your round up amount on your invoices. You may end the program at any time.

**GENERAL POLICIES:** On non-school days (calendar holidays, or cancellations due to inclement weather), there will be no lessons scheduled. There will be no make-up lessons for such events. Teacher In-Service Days are considered school days and lessons will be held. If you have questions, please contact BHSA. **Exceptions:** There are a few exceptions to the calendar holiday policy. Please refer to the current year Calendar included with this Agreement as well as found at our website [www.bhsanp.com](http://www.bhsanp.com).

Please note should the schools declare a snow day (on any weekday) wherein the roads are clearly passable by noon; lessons will still be held. Reminder: if lessons need to be canceled due to inclement weather, there will not be make-up lessons. Students and Parents should check our website [www.bhsanp.com](http://www.bhsanp.com) or our Facebook page, [www.facebook.com/bhsanpc](http://www.facebook.com/bhsanpc) for clarification.



**BHSA Semester Tuition Price Sheet**

(as of January 1, 2025)

Prices reflect the inclusion of the required South Dakota sales tax.

<b>Private Lessons:</b>	<b>Spring Semester</b>	<b>Summer Semester</b>	<b>Fall Semester</b>
½ hour lessons	\$430	\$258	\$344
Payment Plan: \$89/mo			
1 hour lessons	\$610	\$366	\$488
Payment Plan: \$125/mo			

**Summer Group lessons:**     \$156

**Outreach Lessons:**     \$40/hr.  
varies by organization and event

**Other Fees:**

NSF:                             \$40

**Programs: Programs cannot be combined.**

Military Program     10%

Multiple Student Family Program     \$5-\$45 off

All invoices will be rounded to the next dollar.

Note: All students must be under the same payor to qualify for this program.

Total: \_\_\_\_\_ (nearest) \_\_\_\_\_ (Round next 5)  
          \_\_\_\_\_ (dollar): \_\_\_\_\_ (Round next 10): \_\_\_\_\_

Round Up  
Total: \_\_\_\_\_



### Semester Agreement Sign Off

Parent/Guardian, please initial next to each category if the Teacher explained it and answered your questions.

Calendar:  Practice:

Standing Policies:  Instruments:

Attendance Lessons:  Free Lessons:

Make Up Lessons:  Termination/Suspension Agreement:

Conferences:  In General:

Tuition and Billing:  Price Sheet:

Supplies and Books:  RoundUp Program  \$   
(Yes No)

Media Release (below):

I, , certify that I have read this  
 (Please Print)  
**Agreement and Addenda and agree to the tuition payment, policies and procedures detailed herein. Also, a BHSA teacher or staff has answered any questions pertaining my questions.**  
**Addenda that are a part of this Agreement: Annual Calendar, ACH Information Agreement**  
**DATE: \_\_\_\_\_**

Parent/Guardian Signature:

BHSA Teacher or Staff Name (please print):



**Media Release:**

I grant to Black Hills Studios of the Arts, its representatives and employees, the right to take photographs of me and my property in connection with the above identified subject(s). I authorize Black Hills Studios of the Arts, its assignees, and transferees, to copyright, use and publish the same in print and/or electronically. I agree that Black Hills Studios of the Arts may use such photographs of me with or without my name for any lawful purpose, including for such purposes as publicity, illustration, advertising, and Web content.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_