



# Welcome!

We are so pleased you came to learn with us!

Enclosed you will find valuable information regarding the procedures  
of the

## Black Hills Studios of the Arts: A Nonprofit Corporation

**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 here on time. Please call BHSA with notice 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 2 (two) per semester (spring, fall, and summer) and six (6) per year.

**CONFERENCES:** Conferences may be conducted anytime 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. In an effort to create the successful environment, it is imperative that parents and staff work together on behalf of the students.



**TUITION AND BILLING:** The annual tuition for one year for a single student is divided into twelve equal billings plus applicable sales tax. (Refer to the price sheet for various service prices.) Not every month will have four lessons. Some months will have more, some months will have less, due to breaks and holidays. Tuition is invoiced the first day of each month, and due by the fifteenth of each month. A grace period is enacted when the 15th lands on a weekend or holiday.

Payment may be given to the teacher, Executive Director, the Front Desk Assistant or put in the After Hours Payment Box to be processed. Payments may also be paid online (via emailed invoice) or mailed to the Studios. We accept cash, check, or ACH.

**Payments not received by the 15<sup>th</sup> of the month will be considered past due, and a late fee plus applicable sales tax will be applied to the account on the 16<sup>th</sup> of the month or next business day.** If an account continues to be past due, and no BHSA communication responded to, and/or no payment plan is put in place, lessons will be terminated.

Any NSF checks returned to BHSA will be subject to a NSF charge.

**Autopay(ACH) is an option, and you may choose the date of payment: Please fill out the paperwork for ACH and return to the Executive Assistant. Please note: if the transaction is declined, an extra fee plus applicable sales tax will be applied to the account.**

**SUPPLIES AND BOOKS:** Please make sure that your student has a book bag or backpack to keep their assignment notebook and music books together, and that the student brings it 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:

<b>Piano Students:</b> Practice 5+ days each week:	<b>Band or Orchestral and Voice Students:</b> 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 at all 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 are in need of one, 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 instruments, so please see the Executive Director for an application.



**FREE LESSONS:** Receive one month's lessons free if you refer another student to BHSA, and that referral takes lessons for at least six months. Please inform the Executive Director or the Executive Assistant of the Studio when you have referred someone, so proper credit may be issued.

**TERMINATION/SUSPENSION AGREEMENT:** When you or your child sign up for lessons, it is expected that they will continue throughout the year, **including summer**. If it is necessary to terminate or suspend lessons for any reason before that time, **a written 30-day notice is required. Suspensions are designed for long-term absences. Please communicate with instructors to utilize make-ups lessons before using suspensions.** You will be billed for the last 30 days regardless of attendance. This allows for necessary schedule changes created by a student dropping. Emergency 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? Want to make bookkeeping easier? Choose to round up to the next dollar or the nearest \$10. **Join our RoundUp Program.** When you participate, we set your round up amount on your invoices. You may end the program at any time.

**IN GENERAL,** on non-school days (calendar holidays, or cancellations due to inclement weather), there will be no lessons. 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 Calendar, also found at our website [www.bhsanp.com](http://www.bhsanp.com) .

However, should the schools declare a snow day (on any weekday) wherein the roads are clearly passable by noon, lessons will still be held. Reminder: in the event that 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](https://www.facebook.com/bhsanpc) for clarification.



# Black Hills Studios of the Arts:

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## Welcome Packet

### Price Sheet

(as of January 1, 2023)

prices adjusted to reflect July 2023 tax reduction.

	Base	Tax	Total
<b>Private Lessons:</b>			
½ hour lessons	\$80	\$4.96	\$84.96
1 hour lessons	\$110	\$6.82	\$116.82

**Summer Group lessons:** \$144 \$8.93 \$152.93  
 Note: summer lessons are 10-11 weeks, varies based on school calendar

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

**Other Fees:**

Late Fees:	\$15	\$0.93	\$15.93
NSF:	\$40	\$2.48	\$42.48

**Discounts: Discounts cannot be combined.**

Military Discounts 10%

Multiple Student Family Discount:				Ex. \$110	Ex.RoundUp
1 student	Base	ex.\$80	\$84.96	\$116.82	\$117.00
2 student	\$5	\$80 -\$5	\$164.61	\$228.33	\$130.00
3 student	\$10	\$80 -\$10	\$238.95	\$334.53	\$335.00
4 student	\$15	\$80 -\$15	\$307.98	\$435.42	\$440.00

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

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

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

