

PMAC Student Policies and Procedures

LESSON & CLASS ATTENDANCE POLICIES AND PMAC CLOSURE:

LESSON STUDENTS

Students are responsible for attending all lessons during their scheduled lesson time (remotely or in-person). Students are charged for all lessons for which they register, including those missed through absence. There are no make-up lessons for student absences. All teacher absences or cancellations by PMAC, due to instructor professional obligations, teacher illness, weather or emergencies will be made up. Rescheduled lessons are arranged between the student and his or her teacher, not through the administrative office. All students are expected to arrive at their lesson or class on time, with the proper materials and prepared for their instruction.

CLASS STUDENTS

Students are responsible for attending all classes at their regularly scheduled time. We are unable to make up any missed classes due to student absence. All class cancellations by PMAC, due to instructor professional obligations, teacher illness, weather or emergencies will be made up.

SCHOOL CANCELLATION

PMAC does not follow the cancellation or vacation dates of any one school district. Please call the PMAC office at 603-431-4278 for cancellation information in the event of inclement weather. Cancellation notice will be given on the PMAC phone line by 8 a.m. for full day cancellations or delayed openings and by 2 p.m. for early closings. In the event that PMAC closes our building due to weather, students may shift to a remote lesson or class instead.

To receive e-mail notification of PMAC closures (weather, etc.), please sign up for the PMAC e-mail newsletter at www.pmaconline.org.

VACATION BREAKS

PMAC does not follow any school district's scheduled breaks. Please call the PMAC office at 603-431-4278, visit www.pmaconline.org for detailed break information. During the Spring Semester, we honor February and April Vacation Breaks that differ from PMAC's scheduled vacation break weeks. Please call the PMAC Office at 603-431-4278 or email us at info@pmaconline.org to receive more information.

REPORTING A STUDENT ABSENCE

If you must miss a class or lesson, please contact the PMAC office at 603-431-4278, email us at info@pmaconline.org or contact your instructor directly.

COVID-19 ABSENCE

If a student or a member of the student's household has been diagnosed with or is suspected to have Covid-19, please follow CDC guidelines and quarantine for 14-days. If you suspect that a member of your household was in the PMAC building while infected with Covid-19, please notify the administrative office at 603-431-4278 so we can take appropriate action to protect our students, faculty, and staff.

PAYMENT, WITHDRAWAL AND TUITION AID GUIDELINES:

TUITION PAYMENTS

Registration obligates the student to pay tuition for the entire session or trial period. A non-refundable \$75 deposit is required to hold a student's space in a class or lesson time and is applied towards the student's semester tuition. Trial students must pay for their trial lesson program in full at the first lesson. Semester tuition is payable in full upon registration or may be paid in up to four installments. Payment is accepted by personal check, money order, VISA,

MasterCard, Discover, or American Express. No cash tuition payments will be accepted. Auto Payment Plans are available. Tuition not paid in a timely manner will be subject to late fees and possible suspension of programs. If a student is suspended due to nonpayment, the student will not be able to continue lessons or classes until payment is made in full.

WITHDRAWAL FROM LESSONS

Intent to withdraw must be made directly with PMAC's Chief Operating Officer and received by the school two-weeks prior to the final lesson. If a student withdraws from lessons, a credit or refund will be applied to the student's account. Two-weeks notice must be given to be eligible for lesson refund or credit. Lessons scheduled within the two-week notice will not be refunded or credited. Non-attendance does not constitute an official withdrawal and will not be considered for refund or credit.

WITHDRAWAL FROM CLASSES

No refunds are given for tuition following the second class meeting. Failure to attend classes does not invalidate the student's obligation to pay for the entire semester. Intent to withdraw must be made in writing with the Chief Operating Officer prior to the second class to be eligible for a refund.

TUITION AID

Tuition Aid is granted to students on the basis of family need and PMAC's availability of funds. Information about the tuition aid program and how to apply is listed on our website at <https://pmaconline.org/tuition-aid/>. For any questions about the program, please call the PMAC office at 603-431-4278 or e-mail the Director of Education.

STUDENT PERFORMANCES & EXHIBITS:

Music Lesson Students have the opportunity to participate in a PMAC recital every semester. Visual Arts Lesson Students will be invited to participate in our Off the Wall Student Art Show in the Fall and Spring Semesters. For more information on how to sign up, please contact your instructor for details.

UPDATE - August 2020: Due to safety precautions, all student performances and art shows have shifted to a remote setting for the Fall Semester. For specific performance or exhibit details, please call us at PMAC at 603-431-4278 or ask your instructor.

STUDENT EVALUATIONS:

INDIVIDUAL LESSON STUDENT EVALUATIONS

Student evaluations focus on the progress of the student, noting recent accomplishments and setting goals for continuing study. Lesson student evaluation takes place at the end of the Fall and Spring Semesters. If you have any questions about the evaluations, you may schedule a meeting directly with your instructor by contacting the PMAC Office.

MUSIC WORKSHOPS:

Each Fall and Spring semester all individual instruction music students will participate in a Music Departmental Workshop. Built into our semester student curriculum, these workshops are presented by PMAC faculty and focus on musicianship, performance techniques, music equipment, and repertoire. They are formatted similarly to traditional music master classes and give students the opportunity to work with several faculty members and meet other students who play their instrument. If you are registered for a six-week trial of lessons during Departmental Workshop week, you will not be required to attend the workshop and may not have a lesson this week.

UPDATE - August 2020: Music Workshops will take place online this semester. For the schedule and how to sign up, please contact the PMAC Office at 603-431-4278.

Portsmouth Music and Arts Center (PMAC) is a 501(c)(3) nonprofit community music and arts school serving the seacoast area. PMAC is a full member of the National Guild of Community Schools of the Arts. Visit us at www.pmaonline.org