



Sherway Academy of Music

Registration and School Policies

Tuition and Payments

1. All registration and tuition payments including **Postdated checks**, pre-authorized **VISA** and **American Express** are due in **ADVANCE** prior to each teaching module and semester. This requirement includes all Value Beginner Packages and Free Private lesson promotions.
2. Payments of postdated checks and credit cards are due on the 5th of each month. Accounts that fall in arrears must be brought up to date to avoid any lesson disruption or cancellations. Returned checks will be administered with a \$20.00 recovery fee.

Missed Lessons and Attendance

1. In the spirit of musical advancement, the learning and enjoyment of music is an emergent process. Consistency and continuity are the keys to success. As with all academic endeavors full attendance is expected.
2. The Sherway Academy of Music and its faculty are **not required** to provide makeup lessons or credits for student **absenteeism/lateness regardless of reason**. As a courtesy to your teacher please call the school 416 259 0251 with a 24 hour notice if the student will be absent. However if you are aware of a possible extended lesson schedule conflict please contact your teacher and the office well in advance to arrange for a possible rescheduling.
3. The Sherway Academy of Music is required to provide suitable makeup lessons/credits, substitute teachers due to school closures and or teacher absence/cancellation.

Refunds and Withdrawals

1. Upon receipt of a **written request and notification** (no e-mails please) to The Sherway Academy of Music fulltime students will receive the remainder reimbursement less 2 weeks tuition.
2. There are no refunds for registration, short-term (8 weeks or less) music courses, master classes or music camps.
3. The Sherway Academy of Music will issue a full refund to students in cancelled programs and classes where the minimum enrollment has not been met.