

GBC Conservatory of Music Policies 2023-2024

Welcome to a new year in the Germantown Baptist Church Conservatory of Music! Below is our mission statement and policy sheet. Please take a moment to look over them as we begin the new year.

Mission – The Germantown Baptist Church Conservatory of Music seeks to use musical instruction as a means to evangelize and disciple people for Jesus Christ so that they may engage in authentic worship of God and bring glory to Him through the art of music.

Payment – There are three options for payment:

Option 1 – Full payment is due by the first day of lessons

Option 2 – Half-payment is due by the first day of lessons with the remaining balance due in 30 days.

Option 3 – Quarter-payment is due by the first day of lessons with the remaining increments every 30 days

Subsequent Payments – To make subsequent payments, visit my.germantownbaptist.org.

Log in by clicking on the "You are not logged in. Click here to log in." button.

In the top menu, you will now see an option labeled, "My Registrations." Click there.

Any active registrations connected to you (either events you have registered for or events you have registered someone else for) will display. Note: If you are registering one of your children, only your account will display their registration information. It will not display on another parent's "My Registrations" Page.

You will see a listing for the GBC Conservatory class/lessons for which you have registered. It will display some basic information.

Click on the "Registration Details" button.

This will take you to a page just like the registration page where you will see at the bottom current balance and past payments. Select the payment you wish to make and click the "Continue" button.

You will walk through the payment process as you did when initially registering by either adding a new payment method or using a previously saved payment method.

Delinquency – Students whose tuition has not been received by the payment due date may not receive lessons. The Conservatory Office will notify you and your teacher of your delinquent status. No lessons missed due to past due balances will be made up.

Absence and Makeup Lessons – It is a requirement to notify the teacher when the student is unable to attend their lesson. One (1) lesson will be made up for an excused absence. Excused absences include student illness, death in the family, or an unavoidable conflict that shall be deemed reasonable by the teacher and the Administrator. Notification of at least eight (8) hours in advance entitles the student to a make-up lesson for an excused absence, as long that student has not already received a make-up lesson previously in the semester. When a lesson will be missed due to illness, please give the teacher as much prior notification as possible.

No-Shows – A missed lesson without a phone call eight (8) hours beforehand is a no-show and will not be made up or refunded.

Punctuality – Make every effort to arrive on time to your lesson. Lessons started late due to a student's tardiness will still end on time as, in most cases, there is another lesson scheduled immediately afterward.

Teacher Absences – All lessons due to teacher's absence will be rescheduled and will not be counted as the student's make up lesson.

Withdrawal – If a student discontinues their lessons, our reimbursement schedule will be as follows: We will reimburse you for the remaining lessons as long as you have not entered into the next paid month. Example: If you decide to discontinue your lessons during September and do not take any lessons in October, you will be reimbursed for prepaid lessons not taken in October, November, and December. If you enter into any lessons in October, you will be reimbursed for prepaid lessons not taken in November and December. If you enter into any lessons in November, you will be reimbursed for prepaid lessons not taken in December. If you enter into any lessons in December, no reimbursement will be made.

Inclement Weather – With the presence of multiple school districts within Shelby County and the surrounding towns, the GBC Conservatory of Music will follow its own schedule of closing for inclement weather. Notification of closing will be posted to the home page of the GBC website www.germantownbaptist.org. Lessons missed due to inclement weather (in the event that the Conservatory is closed) will be made up. **If a student decides to miss a lesson but the Conservatory is still open, the teacher is not obligated to make up that lesson.**

Conduct – The Conservatory seeks to maintain a safe and orderly environment. If a student or his/her parent behaves in an unorderly manner during lessons or on the campus of Germantown Baptist Church, the Conservatory administration will address the situation and give a warning that lessons may be discontinued if the behavior continues. If the behavior continues beyond the warning, the Conservatory reserves the right to discontinue lessons for that student at its discretion. In this case, a refund will be issued remaining lessons in the semester.

Building Entrance – Our building is in the midst of renovation, after major water damage at the end of 2022. Many spaces have been completed, but our main lobby and worship center remains closed. To enter the building for music lessons, you may use the handicap door on the far right of the front entrance doors, or through the Commons/Café entrance. Dance students will continue using the CORE entrance and parking lot.

Parking – There is parking available all around our campus. You are welcome to park in any of our available parking lots, but please do not park in any fire lane. The Germantown Police Department and Germantown Fire Department may issue tickets to vehicles parked in a fire lane on our campus.

If you have any questions or concerns, please contact your instructor or contact the Conservatory office:

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