

RLCA FINE ARTS ACADEMY HANDBOOK

Matching students with instructors

- All instructors are highly qualified with extensive performance history in varying musical fields.
- Once payment and registration is complete, the student will be assigned an instructor according to the student's prior experience.
- Great effort will be made to evenly distribute students among the instructor roster.
- In most instances, returning students will be assigned to their previous instructor for the sake of continuity in their education.

Registration and Cancellation Policies

- Registration entitles the student to four or eight 30-minute lessons, except in the case of negligence in attendance.
- Registration is for the entire term and will not be refunded if a student elects to withdraw, except in extenuating circumstances.

Expectations during lessons

- Students are expected to arrive to lessons fully prepared. They are responsible for bringing their instrument (pianos and drums excluded) and appropriate curriculum provided/recommended by their instructor.
- If a student arrives unprepared, the instructor may teach an abbreviated lesson with the resources available. If it happens a second time, the instructor is entitled to cancel the lesson without obligation to reschedule.

Absences and Make-up Policies

- All known absences should be communicated with instructor at least 24 hours in advance. Instructors will make a reasonable effort to reschedule those lessons with proper notice. In the event of an emergency or last-minute cancellation, please notify the instructor as soon as possible.
- Instructors are not required to provide make-ups for student absences that exceed two in a given term. If an instructor must miss a lesson, a make-up will be arranged.
- If a student fails to show, the lesson is forfeited and will not be rescheduled or made up without proper documentation of an emergency situation that would have prevented the student from attending or notifying the instructor.

Recitals and Expectations

- Recitals may be offered once or twice per year, depending on enrollment and interest.
- Participation in recitals is strictly voluntary, and up to the discretion of the instructor.
- If a student elects to participate in a recital, proper attire should be worn for the event. This would include anything under the category of “Sunday best.”
- Recital attendance is encouraged by all students enrolled in the Academy, even if not performing in the recital. This provides encouragement for peers, and develops proper concert etiquette as a natural part of one’s music education.
- Recitals are open to the friends and family of students who are performing. All guests are expected to behave in a manner appropriate to proper concert etiquette. This may include the following:
 - Always remain in your seat during a performance. If you must move, please do so in between songs.
 - There should never be conversation during a performance, as it is a distraction to the performer. Even whispering detracts from the performance.
 - It is polite to attend the entire performance so that each participant has an audience to listen to their performance.
 - Polite applause is encouraged, and standing ovations are nice when warranted. Whistling and yelling ought to be reserved for large concert arenas and excluded in recitals and more sophisticated venues.
 - Attire should be nice-looking to protect the credibility of the event. T-shirts and flip-flops are not proper attire.
 - All suggestions above are encouraged and respectful to the event and performers, but are not cause for removal at an event.