



Academy Policies

Mission & Vision

The mission of the Epiphany Music Academy is to provide accessible music lessons and classes for all members of our community. Epiphany Music Academy complements and enhances the musical life and offerings of Epiphany Parish of Seattle and the larger Seattle music community.

About the Academy

Epiphany Music Academy is a secular extension of Music at Epiphany, the music program of Epiphany Parish of Seattle. Located in Seattle's Madrona neighborhood, Music at Epiphany offers a wide variety of musical experiences throughout the program year, including choral worship services, Evensong, and community concerts. Performance venues range from the multipurpose Great Hall to the outdoor courtyard, renovated Church, and historic Chapel.

Epiphany Music Academy was founded in 2019 and today boasts an accomplished faculty of local music teachers offering lessons in piano, voice, guitar, ukulele, trumpet, flute, violin, viola, cello, double bass, oboe, recorder, bassoon, organ, harpsichord, and early childhood music. Lessons and classes take place in parish facilities. Studio performances take place in the Church, which is known for its clear, warm acoustic, or in the historic and intimate Chapel.

Academy Lesson and Class Rates

(as of October 1st, 2023)

Individual Lessons

- \$45.00 per thirty-minute lesson
- \$65.00 per forty-five-minute lesson
- \$85.00 per sixty-minute lesson

*In-home lessons may be available on a case-by-case basis and will incur a \$20.00 travel fee

Group Classes - 45 minute class, 1x/week

- \$200 per six-week session

Group Classes - 60 minute class, 1x/week

- \$270 per six-week session

On occasion group classes or lessons may also be offered in different lengths and configurations - those fees will be set on a case-by-case basis.

Payment and Cancellation Policies

EMA accepts payment by credit card or check. Your tuition payment reserves you a weekly lesson at the Academy. By reserving a weekly lesson time, you agree to abide by the following payment policies:

Tuition and Fees

- Tuition invoices will be issued at the beginning of each month and include: tuition for the lessons scheduled in that month, classes registered for, and balance or credit forward from prior months.
- Tuition and fees are to be paid in full each month and are due within 14 days from the receipt of the tuition invoice.
- A \$25.00 late fee will be assessed for late tuition payments.

Attendance and Cancellations

- Expected/planned absences should be communicated as far in advance as possible. Absences communicated to the instructor before the first day of the month in which they occur (subject to 24 hour cancellation policy), will be reflected appropriately when invoiced that month.
- Tardy arrival at a reserved lesson time slot will not result in credit or refund for the missed lesson time.
- Lessons cancelled within 24 hours of the lesson time do not qualify for a make-up lesson and will result in tuition forfeiture.
- Lessons cancelled by an instructor will receive a make-up lesson whenever possible. If a make-up lesson is not possible, a credit will be given on the following month's tuition invoice. This applies to unplanned absences. Known teacher absences will be conveyed as far in advance as possible.
- Lessons cancelled or missed when the presence of an accompanist is scheduled will result in forfeiture of the tuition fees for both the instructor and accompanist.
- Lessons cancelled due to inclement weather or other emergency situation outside of the control of the instructor or student will result in make-up lessons or tuition credit, decided on a case-by-case basis.
- Lessons taking place in person are *required* to be cancelled or switched to virtual lessons should the student or teacher feel ill. It is the student or guardian's responsibility to inform the teacher as soon as possible, and vice versa. A make-up lesson will be offered at the discretion of the instructor if an alternative time (outside of the regular lesson time) can be arranged.
*This includes instances of positive COVID test in a student's household, whether or not the student is symptomatic.
- For extended absences, requests to change regular lesson time, or withdrawal from lessons, the student must inform the instructor in writing no less than 14 days in advance.

Make-Up Lessons

- Each Academy student may request one make-up lesson per month. Any absences, beyond one unplanned absence, will result in tuition forfeiture. Make-up lessons will be offered at the instructor's discretion as the Academy schedule permits.

Performances

Concerts, competitions, recitals, and master classes are rewarding and special experiences. Each gives students tangible goals, opportunities to learn, and a venue to share their music and learning. The Academy presents at least three student showcases during the academic year. Students are encouraged to participate in these showcases in consultation with their instructor. The showcase participation fee is \$25. Showcase fees will be added to tuition invoices for the month in which the showcase occurs. This fee is non-refundable if the student withdraws from participating in the showcase within seven days of the performance.

2023-2024 Student Showcase Dates:

- November 18, 2023 | 2:00 pm
- March 2, 2024 | 2:00 pm
- June 1, 2024 | 2:00 pm

Student Showcases are followed by a reception for all participants and audience members.

Studio Accompanists

Vocal and Instrumental (non-keyboard) students are encouraged to utilize one of the studio accompanists, especially if you plan to participate in any of the Academy Student Showcase recitals throughout the year. The Academy will provide you with an accompanist for two 30-minute rehearsals, and one performance at the Academy. An accompanist can be provided for additional lessons and rehearsals upon request. Accompanist fees will be included on tuition invoices once scheduled. See the fee schedule below:

Accompanist Package per Recital:

- \$120 for 2 thirty minute rehearsals and the recital

Additional Accompanist Lesson / Rehearsal / Coaching:

- \$35.00 per thirty minutes
- \$52.50 per forty five minutes
- \$70.00 per sixty minutes

Individual Studio Faculty Policies

Please see supplemental studio policy from your individual studio faculty, which provides additional information on the instructor's studio expectations, attendance policies, and make-up lesson policies.

By signing below, you acknowledge that you have received a copy of these policies and understand them.

Name *(print)*

Signature (Student or Parent/Guardian if student is under 18)

Date

[Student Name]

[Student Name]

[Student Name]

Zachary Hemenway, Epiphany Music Director