



off broadway
school of fine arts
BOULDER

SoFA Lesson Policies and Procedures

August 2015

Cancellations/Makeup Policy

All student cancellations require 24 hours notice directly to his or her instructor via phone call, text, or email. Students and teachers should keep each others' contact information on hand. If such notice is not given to the teacher, the student will be charged for the full cost of the lesson and no makeup will be offered. With proper notice for absences, makeups can happen during makeup week at the end of the semester, or be scheduled in advance with the instructor at another time. Teacher absences and lessons cancelled with proper notice will be made up, or be credited to the student for future use.

Holidays, Snow Days, and Inclement Weather: We follow Boulder Valley School District cancellations for holidays, snow and inclement weather. However, if both student and teacher agree, lessons may still be held on school closure holidays (i.e. MLK Day or during Fall Break). Lessons on school closure days must be agreed upon and scheduled in advance by the student and teacher.

Payment

Students must complete registration and payment for lessons online or with the SoFA Director before lessons begin. Teachers are not able to accept payment for lessons directly. Students may register in person with the SoFA Director or secure online registration through ActiveNet is available at campscui.active.com/orgs/OffBroadwaySchoolofFineArts. Checks may be left in the SoFA Director's Office Door Inbox or mail to **1235 Pine St., Boulder, CO, 80302**. Call 303.800.0318 for further information.

Drop In Lessons: Pending SoFA Director and individual instructor approval, students may elect to pay for lessons on a drop in basis by keeping credit card information on file. 24 hr. cancellation policy still applies. Please inquire with the SoFA Director about this option.

Student Pick Up / Drop Off

Students should be picked up and dropped off at the West Basement Entrance (enter off of Pine Street) at 1235 Pine Street. Our new building is secured at all times; students will receive a 5 digit code with registration to gain access during hours **9 a.m. – 9 p.m. every day at the North and West Basement Entrances only**. SoFA students and parents may park in the Pine Street Church or Pine Street Commons lots during lessons and classes, but not in neighboring church lots. For safety reasons, students should wait in the lobby area only, and not wander through the building.

Student Recitals

Student recitals are held each semester, and participation is encouraged though not required. Individual instructors are in charge of signing up student performers for these concerts. Recitals are always free and open to the public.