



## Virtual Orchestra School Policies

Virtual Orchestra School (VOS) will operate on the standard school term calendar of August 11, 2025– May 21, 2026 for private lessons. Students are expected to complete the school term for which they enroll. Lessons/Classes will occur on all days that HISD is in session unless otherwise stated and will follow HISD for holidays. Days that HISD has a school holiday on a Monday lessons will still occur that evening with the exception of Labor Day and Memorial Day. Please find the HISD calendar [here](#).

Summer lessons will operate on an independent schedule that will be available in the Spring.

**Missed Class Policy:** Missed classes due to student absence will not be rescheduled. This includes but is not limited to: forgetting the lesson, sports, school conflicts, church, homework, parties, illness, vacation, etc.

Virtual Orchestra will provide make-up classes for any and all cancellations made on our behalf beyond 1 unscheduled cancellation per semester. Make-up classes will occur at the end of the term (or sooner) at the teacher's availability. Fall 2025 make ups for private lessons are TBD for Dec 2025 and Spring makeups will be May 26 and 27, 2026.

Make-up classes/lessons may also be taught in the format of a recorded lesson. It is the responsibility of the student to notify the instructor about a missed lesson in advance of the absence to request a video lesson.

Students enrolling in a group class after the start date will not receive a prorated tuition or additional classes for the weeks they were not enrolled, but they will receive instruction that catches them up with their peers in either an in person, virtual, or video format.

**Communication:** Virtual Orchestra School will not send reminder messages for regularly scheduled lesson times. It is the student's responsibility to keep track of their lesson day/time.



The preferred method of communication is email:

[Virtualorchestraschool@gmail.com](mailto:Virtualorchestraschool@gmail.com)

**Attendance and Practice:** Students who are 10 or more minutes late for their lesson will be considered to be absent.

In order to receive the full benefit of instruction and keep up with the lesson progress the student is expected to practice daily outside of class time. Virtual Orchestra School expects that students should practice at least 10 minutes daily outside of class to maintain momentum and progress.

**Fees:** A \$49 non-refundable deposit reserves the student's future lesson/class time spot and is due at the time of registration. Deposits are required for lessons that will not immediately begin the same or following week. Instrument rental and purchasing supplies are not included in the fees and will be purchased separately by the student.

**Tuition:** Students will pay tuition on an automatic monthly subscription payment plan. Private lessons are prorated for the school year regardless of how many lessons there are per month. Cancellation from private lessons or a class will not result in a refund or credit.

**Cancellation Policy:** No refunds will be issued after lessons begin. Cancellation requests must be submitted to VOS in writing (email). When you register for lessons/classes, you are reserving space, time, and staffing whether or not the student attends classes.

Students who are removed from participation in classes by VOS are not entitled to any tuition refunds.

**Maintaining Equipment:** Students are responsible for treating their equipment properly and with care. If a student is misusing their instrument and that leads to damage or loss of property they are responsible for missed classes until their instrument is repaired or replaced.

**Class Size Policy:** In order to hold group classes, VOS must meet a minimum number of students. If there are not enough students available to meet at a



given class time you may be asked to meet at a different time with more students so that full social benefit of participating in a class environment is achieved.

**Photography Rights:** Virtual Orchestra School reserves the right to use photos and videos taken during classes for promotional materials. Virtual Orchestra School is not responsible for photos/video that other parents might take at student classes/performances.

**Intellectual Property:** Any videos, live streams, or content created by Megan Saavedra/Virtual Orchestra School cannot be distributed outside of VOS without the written consent of Megan Saavedra.