

STUDENT POLICY:

Welcome to Mannahouse Music School! We are excited to partner with you in the next step of your musical journey. Mannahouse Music School is a ministry that provides one-on-one musical training, and is designed to equip musicians and raise up the next generation of worshipers to serve the local church. Our highly qualified teachers are passionate about musical excellence and are also vital members of our Mannahouse worship community, and Portland Bible College Music.

Lesson Overview:

Lessons are available weekly in 30, 45, and 60 minute time slots. Regular practice is expected and determined by the teacher. Students must have an instrument owned or available for consistent practice. If you need assistance in purchasing an instrument or need recommendations, please let us know! During lessons students will improve on their instrument and will learn performance pieces with practical application for worship music.

Tuition:

Price Per Lesson

\$25.00 / 30-minute lesson

\$37.50 / 45-minute lesson

\$60.00 / 1-hour lesson

Monthly Price

\$100 - \$125.00

\$150 - \$187.50

\$240 - \$300.00

Payment:

Invoices are sent at the beginning of the month for the prior month's lessons. (ie. January lessons are invoiced at the beginning of February). Payments are due on the 15th of the invoiced month.

A late fee of \$10 will be charged if payment is not received by the 15th of the month.

An invoice unpaid by the 31st (or end of) the invoiced month will result in a pause of lessons being provided, until any outstanding balance is paid in full. Students are not allowed to register for the next term if an outstanding balance on their account is present.

Any overpayments are credited (not refunded) to your account and applied to any future invoice.

Please do not give payments to the instructors, make payments in the Sunday Offering bucket, or place payments in the “Tithes & Offering” or “Account Payment” church mailing boxes.

Please pay online through our Parent Portal. If you do not have access to your Parent Portal, please contact the Coordinator immediately.

or

Pay through **cash** or **check** to

Mannahouse
9200 NE Fremont St.
Portland, OR 97220
(Please make checks out to: Mannahouse with “Mannahouse Music School” in the memo line)

Cash or checks may be dropped off at Mannahouse (Rocky Butte Campus) either directly to the receptionist, or the MMS Mailbox #24.

Attendance:

Students should commit to a full term with their teacher. If students wish to terminate lessons, you must provide 2 weeks notice to the Mannahouse Music School Office. In the event of canceling your lessons for the remainder of the term, monthly tuition already paid is non-refundable.

If a teacher cannot be at a lesson the fee will be credited back to your account. There may be events on the campus or in relation to Mannahouse that result in canceled lessons, which are credited back to you.

Students are expected to attend all lessons, unless in the event of an emergency. If a lesson must be missed, please notify your teacher as soon as possible (no less than

24 hours). Only lessons missed due to illness, extreme weather conditions, or medical emergencies will be credited back to your account. Please make every effort to arrive at your lesson ON TIME. If a student is ten (10) or more minutes late to a lesson without previously communicating to their instructor or the Mannahouse Coordinator, the student will be considered absent and billed for the lesson.

Resources:

Music and theory books are used in most lessons, as directed by the instructor. Materials are NOT INCLUDED in the monthly payment price. Generally, this is one music book a term (\$7 - \$15) depending on the student's skill level. (Please note: advanced student materials may be more.) The instructor will choose all teaching materials that are needed, and will be billed in a separate invoice

Administration:

The Mannahouse Music School Coordinator is responsible for all communication, administration needs, and registering students. Any communication regarding new student sign ups, billing or other questions and concerns should be done through the MMS Coordinator.

Holidays & Church Events:

Mannahouse Music School is a local church affiliated organization and many of our teachers are involved in the worship ministry of Mannahouse.

Contact Information & Business Hours:

If you have any questions or needs, please contact us through email (musicschool@portlandbiblecollege.org) or phone during our office hours 12:00PM - 5:00PM (Monday – Thursday). If our Coordinator is not available to take your call, please leave a voicemail/email with your contact information and student's name and we will contact you as soon as possible.