**Revised Spring 2020 make-up policy**

**Effective: March 24, 2020**

INTRODUCTION

In light of WCM suspending programs due to the COVID-19 health concern and as determined on Monday, March 16, 2020, the following revised make-up policy is extended to currently enrolled students.

This policy applies to all current students who are enrolled in private lessons and/or groups and ensemble at WCM for the Spring 2020 semester. The policy applies beginning March 16, 2020 and supersedes the current make-up policy until August 31, 2020.

POLICY STATEMENT

**Private lessons:** Due to suspension of programs, all students are encouraged to continue lessons through video meetings. We will make every effort to provide opportunities for this to occur. Virtual lessons are considered lessons and will not qualify for make-up lessons later. All lessons from the spring semester should be completed by August 31, 2020. Make-up lessons will occur at a mutually agreeable date and time between the student and the instructor.

If faculty and students agree that schedules do not allow for the approved make-up lessons, accounts will be credited up to two lessons that will go toward the fall 2020 semester(s).

As per the original make-up policy, refunds are only granted if a student is moving away from the area, or in the event of serious illness. Refunds will be considered on a case-by-case basis and require the approval of the Executive Director.

**Group ensembles and classes:** Group ensembles will be re-scheduled and extend an extra two weeks into the semester or into the summer. In the event a faculty member cannot extend the class, or if the pedagogical goals and integrity of the class will be compromised, with the approval of the Executive Director, students will receive credit for the missed classes toward summer 2020 or fall 2020 semester programs. All refunds will be considered on a case-by-case basis and require the approval of the Executive Director.