

# 2019-2020 DFEO Violin Program



**Downey  
Foundation**  
FOR EDUCATIONAL OPPORTUNITIES

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## **The Downey Foundation for Education Opportunities**

The Downey Foundation for Educational Opportunities (DFEO) supports the DUSD vision to ensure that all students are college and career ready, globally competitive and citizens of strong character. DFEO believes in EQUITY for all students and their families by giving them ACCESS to programs that are AFFORDABLE and will provide the opportunity and experience for students to be successful individuals. The Violin Program accomplishes this by supplementing arts education in DUSD and exposing students to the arts & music at a young age.

### **DFEO Program Goals & Objectives**

- DFEO Strategic Master Plan Goal 1.2: To equip students with the 21st Century skills of creativity, communication, collaboration, critical thinking and civic responsibility.
- DFEO Strategic Master Plan Goal 2.2: Meet the social and emotional needs of students.
- To expose students to arts & music at an early age.

### **Research**

Research on the benefits of children involved in the performing arts has been long-standing and plentiful. Playing the violin demands that the body and the brain to work together and playing well requires the ability to practice something repeatedly in a focused state. All together, a 2008 Dana Foundation study found that kids can take these skills and transfer it to other spheres. Researchers linked extensive music practice to improved geometry; it appears the sequences of musical tones spark representations of space in the brain. Music training also pumps up reading skills as it strengthens brain pathways that raise sensitivity to phonological sounds in language. So, playing the violin can make you smarter!

### **Program Contacts**

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Violin Director  
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## **2019-2020 DFEO Violin Program**

The DFEO Violin Program is a 32-week long program designed to teach students grades 3 and up to play the violin using different modalities dependent on the level. The program consists of 4 different levels and a group: Beginning, Intermediate, Advanced, Conservatory and String Ensemble. All levels will learn to play simple songs through exercises that build necessary techniques to advance skills.

Beginning, Intermediate and Advanced Lessons will be taught in a group setting by 1 teacher for 1.5 hours once a week. These classes will be held at each DUSD Elementary School campus after school.

Conservatory will be taught in a group setting by 1 teacher for 1 hour once a week. String Ensemble will be taught in a group setting by 1 conductor for 1.5 hours once a week. String Ensemble and Conservatory will be held at Warren High School.

All groups will partake in a Winter Concert and a Spring Concert.

### **Instructors**

The DFEO Violin Teachers are all proficient musicians having played the violin for many years under private instruction. Teacher backgrounds vary, however, most are college students or graduates of a university music program. The DFEO Violin Teachers ALL teach violin because they hold their experience of violin playing dear to their hearts and want to share it with children who they hope will find joy and greater self-esteem today, but will also have a greater appreciation of music later in life through the experience.

## **Beginning Violin**

Students in the Beginning Level will learn the parts of the violin, the names of the strings, proper form and techniques to play simple exercises and songs mostly “by ear.” The purpose of learning to play by ear is to ensure focus on proper form, build listening skills, and provide quick success for a positive first-year experience.

Students will be given weekly Lesson Sheets that outline all exercises and songs throughout the entire program.

## **Requirements**

Any student enrolled in a Downey Unified School currently entering 3rd Grade or higher interested in playing the violin and performing in a group concert may sign up for the Beginning Level. Students should be willing to commit to 1 lesson/week and practice about 15 minutes every day.

## **Tentative Schedule**

This tentative schedule is provided to give a general description of the skills learned each week. Musical vocabulary is learned throughout the program. Teachers have the discretion to vary the speed of the lessons due to the ability of a specific group. So classes of the same level, but at different school sites, may not be exactly the same.

Weeks 1 - 4	Learn violin & bow parts and care, proper form for holding & playing, Get Ready 4-Count, string names & ear training, various rhythms, “Song #2”, and strengthen muscles necessary for good form with various exercises.
Weeks 5 - 8	Learn basic D & A-string finger patterns with ear training, “Mary Had a Little Lamb”, and start D Major Scale.
Weeks 9 - 12	Learn “Jingle Bells” and polish all pieces for Winter Concert.
Winter Concert	December 2019
Weeks 14 - 32	Varies by class
Spring Concert	May 2020 at the Downey Civic Theatre

## Intermediate Violin

Students in the Intermediate Level will learn to count and read music for all the “notes” and “songs” they learned to play in the first year and the “conductor” element is also introduced. Students will no longer get Lesson Sheets like Beginners, but rather use the required music book *Artistry in Strings - Introduction* published by Kjos Music Press. Music books will be available for purchase at \$10 on Violin Registration and Pick-Up Day at the District Office or families are welcome to acquire it online. Every student will still need all the supplies as listed below at the FIRST class.

## Requirements

Any student enrolled in a Downey Unified School currently entering 3rd Grade or higher who has completed the DFEO Beginning Level or has had 1 year of private instruction in the past may sign up for the Intermediate Level. Students should be willing to commit to 1 lesson/week and practice about 20-25 minutes every day.

## Tentative Schedule

This tentative schedule is provided to give a general description of the skills learned each week. Musical vocabulary is learned throughout the program. Teachers have the discretion to vary the speed of the lessons due to the ability of a specific group. So classes of the same level, but at different school sites, may not be exactly the same.

Weeks 1 - 4	Review violin & bow parts and care, proper form for holding & playing, string names, various rhythms, exercises to strengthen muscles necessary for good form, and D Major Scale. Learn Get Ready 3-Count, Conductor’s Count Off, and read/write/count musical notation for open strings.
Weeks 5 - 8	Learn to read/write/count the D-string finger patterns using F-sharp & F-natural.
Weeks 9 - 12	Polish all pieces for Winter Concert.
Winter Concert	December 2019
Weeks 14 - 32	Varies by class
Spring Concert	May 2020 at the Downey Civic Theatre

**Advanced Violin:**

Students in the Advanced Level will continue to learn to read music now becoming more proficient playing on the G and E strings, and adding more detailed music notation and rhythms. Students will go on to the next level and use the required music book *Artistry in Strings - Book 1* published by Kjos Music Press. Music books will be available for purchase at \$10 on Violin Registration and Pick-Up Day at the District Office or families are welcome to acquire it online. Every student will still need all the supplies as listed below at the FIRST class.

**Requirements**

Any student enrolled in a Downey Unified School currently entering 4th Grade or higher who has completed the DFEO Intermediate Level or has had 1½-2 years of private instruction in the past may sign up for the Advanced Level. Students should be willing to commit to 1 lesson/week and practice about 25-30 minutes every day.

**Tentative Schedule**

This tentative schedule is provided to give a general description of the skills learned each week. Musical vocabulary is learned throughout the program. Teachers have the discretion to vary the speed of the lessons due to the ability of a specific group. So classes of the same level, but at different school sites, may not be exactly the same.

Weeks 1 - 4	Review violin & bow parts and care, proper form for holding & playing, string names, various rhythms, exercises to strengthen muscles necessary for good form, D Major Scale, Get Ready 3-Count, Conductor's Count Off, open strings, and D-string finger patterns using F-sharp & natural. Continue learning to read/write/count more difficult rhythm patterns and the concept & ear training of an octave.
Weeks 5 - 8	Review A-string finger patterns using C-sharp & natural. Learn 2 key signatures, to recognize the mood or emotional value of a song, G-string finger patterns using B & B-flat, more advanced bowing techniques, and to compose music.
Weeks 9 - 12	Polish all pieces for Winter Concert.
Winter Concert	December 2019
Weeks 14 - 32	Varies by class
Spring Concert	May 2020 at the Downey Civic Theatre

### **2019-2020 DFEO Conservatory**

The DFEO Violin Conservatory is a 32-week program that allows students to focus exclusively on one advanced piece of violin music, which will be performed at either the Winter or Spring concert. Classes are composed of 4 students or less with at least 3 years of violin playing experience. The Conservatory will meet once a week for one hour at the Warren High School Band Room.

#### **Requirements**

Any student enrolled in a Downey Unified School currently entering 4th Grade or higher who has completed the DFEO Advanced Level or has had 2½-3 years of private instruction in the past may sign up for the Conservatory. Students should be willing to commit to 1 lesson/week and practice about 25-30 minutes every day.

### **2019-2020 DFEO String Ensemble**

A string ensemble is a group that is divided into 2-3 smaller sections which play different musical parts creating a harmonized and more interesting musical piece together while led by a conductor. DFEO's String Ensemble will meet every Monday at the Warren High School Band Room from 6:00-7:30 PM and will be conducted by Mr. Lars Clutterham.

#### **Requirements**

Students must be currently enrolled in an Intermediate or Advanced Level class to participate. Those students with 1-2 years of violin or any string (viola or cello) experience and currently continuing in private instruction may also enroll in the String Ensemble with a letter of referral from your instructor. Violin teachers should email the DFEO Violin Program Director, Anessa Lee at [anessa.lee@dfeo.org](mailto:anessa.lee@dfeo.org) (or submit a letter at the first ensemble practice) sharing the teacher's name, contact information, and the student's most current exercise book or musical piece. Students must be willing to commit to String Ensemble meeting every Monday and practice the ensemble music at home, in addition to the regular class and necessary practice every week. Students who miss 2 ensemble practices will be dropped without a refund.



## Instrument & Supplies

Violins may be borrowed from the Foundation with no extra charge or deposit and can be picked up on the appointed Violin Pick-Up Day at the Downey Unified School District Office where students will be fitted for the proper size. At the end of the program, the violin and all included items must be returned in good condition on the specified Violin Return Date to avoid penalties. If a violin is not returned or parts are damaged or missing, the penalty fees are listed below. Non-payment of fees may bar student from future enrollment in all DFEO Programs.

Entire Violin Package (instrument, bow, rosin, & case) Not Returned: \$100 Violin: \$65 Bow: \$25 Rosin: \$10 Case: \$50 Violin Returned <u>AFTER</u> the Return Date: \$25
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Students may use their own violins if preferred, but will still need to have the “Family Must Provide” items specified below and come to the Violin Pick-Up Day to receive Lesson Packets/Music Books which will be required for the first class.

### Needed Supplies List for All Levels

<u>Foundation Violins Include:</u> <ul style="list-style-type: none"><li>• Violin</li><li>• Bow</li><li>• Rosin</li><li>• Rubberband</li><li>• Case</li></ul>	<u>Family Must Provide for <b>ALL Levels:</b></u> <ul style="list-style-type: none"><li>• Small Hand Towel (to cover violin inside case for protection)</li><li>• 1”-2” Thick Sponge (to use as a shoulder pad)</li><li>• 2-pocket folder (to hold lesson packets, music sheets and/or flyers)</li></ul> <u>Intermediate &amp; Advanced Levels Also Need:</u> <ul style="list-style-type: none"><li>• Music Book - \$10 additional available at Violin Pick-Up Day</li><li>• Music Stand - metal folding type</li></ul>
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## **Tuning the Violin**

Families can greatly help a violinist in the first few years by having an adult tune the violin. Learning to tune a violin is ALWAYS a responsibility to be taken by an ADULT, not a child, to ensure that the violin is not damaged. The purpose of tuning a violin is not to just make it “sound better,” but students are training their ears to recognize correct pitch by practicing on a tuned instrument. Parents will need to download a free app onto a smartphone and watch 2 YouTube videos online to learn how to tune the violin and use the app simultaneously. Do not panic if a string does snap, just wait for the next class and teachers are able to replace a broken string. To tune a violin:

**Step 1:** download a free instrument tuning app on your phone like *insTuner* or any other free app you prefer.

**Step 2:** watch a video of the violin parts that you will be using to tune...DO NOT SKIP THIS STEP! There is very important information on this video you must know BEFORE actually tuning to avoid damaging the violin. Click on the following hyperlink [Learning About Pegs vs. Fine Tuners](#)

**Step 3:** watch the next video which teaches you to use the tuning app in conjunction with tuning a violin. Click on the following hyperlink [How to Tune a Violin](#).

# DFEO Calendar

DOWNEY FOUNDATION FOR EDUCATIONAL OPPORTUNITIES																			
<b>2019 - 2020 SCHOOL CALENDAR</b>																			
State Holiday 			Local Holiday 			Student / Teacher Free Day 			Student Free Day 			Regular Program Days: <span style="background-color: yellow;">Yellow</span> No Class Days: <span style="background-color: pink;">Pink</span> Important Days: <span style="background-color: blue;">Blue</span> Specific Program Exhibitions: <span style="background-color: green;">Green</span>							
July 2019										January 2020		6th School Month:							
M	TU	W	TH	F	3rd - SAT Prep Program Ends 4th - Independence Day Holiday - No Class					M	TU	W	TH	F	1st - 3rd - Winter Break - No Class 1st - New Year's Day Holiday - No Class 20th - Martin Luther King Day - No Class				
1	2	3	4	5						6	7	8	9	10					
8	9	10	11	12						13	14	15	16	17					
15	16	17	18	19						20	21	22	23	24					
22	23	24	25	26						27	28	29	30	31					
29	30	31																	
August 2019					1st School Month:					February 2020					7th School Month:				
M	TU	W	TH	F	1st - DFEO Registration Opens 12th - 13th - Student Free Day - No Class 14th - Minimum Day - School Year Begins 26th - DFEO Programs Open House 29th - Violin Distribution 30th - Guitar Distribution					M	TU	W	TH	F	3rd - Tentative Sports Match Day 10th - Lincoln's Birthday Holiday - No Class 17th - Washington's Birthday - No Class				
			1	2						3	4	5	6	7					
5	6	7	8	9						10	11	12	13	14					
12	13	14	15	16						17	18	19	20	21					
19	20	21	22	23						24	25	26	27	28					
26	27	28	29	30															
September 2019					2nd School Month:					March 2020					8th School Month:				
M	TU	W	TH	F	2nd - Labor Day Holiday 13th - No Class 3rd - All Programs Begin					M	TU	W	TH	F	30th - Tentative Sports Match Day				
2	3	4	5	6						2	3	4	5	6					
9	10	11	12	13						9	10	11	12	13					
16	17	18	19	20						16	17	18	19	20					
23	24	25	26	27						23	24	25	26	27					
30										30	31								
October 2019					3rd School Month:					April 2020					9th School Month:				
M	TU	W	TH	F	14th - Student Free Day - No Class 21st - Tentative Sports Match Day					M	TU	W	TH	F	13th - 17th - Spring Break - No Class				
	1	2	3	4								1	2	3					
7	8	9	10	11						6	7	8	9	10					
14	15	16	17	18						13	14	15	16	17					
21	22	23	24	25						20	21	22	23	24					
28	29	30	31							27	28	29	30						
November 2019					4th School Month:					May 2020					10th School Month:				
M	TU	W	TH	F	11th - Veteran's Day Holiday - No Class 12th - 15th - Minimum Day (ES) - No Class 25th - 26th - Student Free Day - No Class 27th & 29th - Local Holiday - No Class 28th - Thanksgiving Day Holiday - No Class					M	TU	W	TH	F	9th - 18th - Tentative Program Event Dates 19th - 22nd - Last Day of Class 25th - Memorial Day Holiday 29th - Minimum Day - End of School Year				
				1										1					
4	5	6	7	8						4	5	6	7	8					
11	12	13	14	15						11	12	13	14	15					
18	19	20	21	22						18	19	20	21	22					
25	26	27	28	29						25	26	27	28	29					
December 2019					5th School Month:					June 2020					11th School Month:				
M	TU	W	TH	F	7th - 19th - Tentative Program Event Dates 20th - Student Free Day 23rd - 31st - Winter Break - No Class					M	TU	W	TH	F	8th - Summer Programs Begin				
2	3	4	5	6						1	2	3	4	5					
9	10	11	12	13						8	9	10	11	12					
16	17	18	19	20						15	16	17	18	19					
23	24	25	26	27						22	23	24	25	26					
30	31									29	30								

## **Program Cost**

The Violin Program covers a total of 32-weeks spanning September-May and includes 2 concerts. The total cost of the program is \$480. The String Ensemble covers a total of 27-weeks of instruction spanning September-May and includes 2 concerts. The total cost of the program is \$120. Parents have the option to pay the program tuitions in full or enroll in automatic payments.

## **Financial Aid**

The Downey Foundation for Educational Opportunities offers need-based financial aid at the start of every school year. Need-based financial aid is based on the eligibility requirements below and are issued on a sliding scale based on financial need, size of family, and extenuating circumstances (medical expenses, elder care, students with special needs, etc.). Financial aid awards are granted as a percentage of tuition, 100% financial assistance is never granted. It is expected that the family also make some financial contribution to students' studies. To be considered for a financial aid award, students must:

- Submit the financial aid application online by **September 1, 2019**.
- Show a financial need
- Show consistent class attendance and progress
- Show a seriousness of purpose and motivation for the program of choice
- Pay any outstanding DFEO balance

Applicants will be notified of the status of their application by email on a rolling basis.

## **Parent Manager**

This program includes parent managers, which are those parents designated to help manage a DFEO program at a specific program site. These parents have a child or more enrolled in the DFEO program they are assigned to. Parent Managers are required to fulfill the following duties and in exchange will receive a stipend that will be applied to their registered child's tuition. Parents interested may apply online.

- Attend an Interview and Orientation.
- Complete a Background Check at DUSD.
- Arrive at DFEO program room 15 minutes before school is released to receive students that will be participating in program.
- Look after students until the class begins.
- Check-in and check-out students and teachers.
- Remain at the program site until the class has ended.
- Remain with students until they have all been picked up by parents.
- If students have not been picked up, call parents and emergency contact and remain at the program site until student is picked up.
- Check in with DFEO Programs Director once a week to report on status of the program and discuss any concerns or issues that may arise.

## **DFEO Policies & Procedures**

The Downey Foundation for Educational Opportunities (DFEO) policies and procedures ensure consistent and continuous dedication and involvement from students and parents in order to maintain a positive learning and teaching environment. By registering for a program at DFEO, parents and students agree to the policies and procedures stated in this document.

### **Attendance and Absences**

- **Attendance** - Attendance records for students are maintained by instructors and or Parent Managers. Students must make every effort to be on time for all classes. All classes will start and end at the scheduled time so that subsequent classes and lessons remain on time.
- **Tardies** - Students are allowed to arrive late as long as they do not disrupt the class.
- **Absences** - Students are encouraged to attend all classes. Absences do not exempt the student from payment as contracted. There are no make-up lessons for student absences. However, there are make-up lessons for instructor absences. In cases of sudden illness on the part of the instructor, the instructor and DFEO shall make every reasonable attempt to notify students in advance. If the student misses a make-up lesson, there will be no second make-up opportunity.
- **Child Supervision** - Parent agrees to drop off and pick up the student on time. Please arrive 10 minutes prior to the release time to pick up your child in order to avoid unsupervised students waiting for parents. DFEO does not offer after care services and is not responsible for any unsupervised children. Parents are responsible for their children, and must provide adequate supervision after the class ends. There is a \$15 late fee for every half hour the parent is late to pick up the student.

### **Standards of Conduct and Liability**

- **Notices** - During the school year, the DFEO communicates with students and parents mainly via email. Students and parents are responsible for reading all email notices. In particular, although the Schedule of Classes is accurate at the time of printing, DFEO reserves the right to reschedule or cancel classes due to unforeseen circumstances or low enrollment. All such changes shall be notified via email.
- **ASPIRE** - If your child is in ASPIRE, please notify us via an email to [info@dfeo.org](mailto:info@dfeo.org), so that we can email you an excuse letter for the duration of the program.
- **Fitness and Responsible Behavior** - Student agrees to act responsibly and will not act recklessly during participation in any DFEO Program. Student understands and agrees that inappropriate and disruptive behavior will not be tolerated. The student may be dismissed from any current and future DFEO Programs if DFEO deems that the student's behavior has become an issue.
- **Discrimination** - DFEO does not discriminate on the basis of race, color, nationality, gender, sexual orientation, ethnic origin, or religious belief in its admission, retention, financial aid or other educational policies.

- **Harassment** - DFEO does not tolerate harassment in any form. Parents or students who have cause for complaint should contact any member of the DFEO staff. It is a policy of DFEO that instructors, staff, parents, and students treat each other with courtesy and mutual respect to foster learning and growth.
- **Indemnity** - Students and parents agree, for the student, the parent, the parent's spouse, and their respective heirs, assigns, and legal representatives, to indemnify, defend, and hold DFEO and its affiliates or agents harmless from and against any and all damages that may be incurred or sustained by DFEO affiliates or agents arising from or related to any injuries to the student, or the student's acts or omissions.
- **Touching** - Participation in the performing arts and sports may involve physical contact by instructors in the course of teaching, for the purpose of illustrating what is being taught. By enrolling in a DFEO program, students and parents consent to such appropriate contact.
- **Problems** - If problems arise (e.g., financial, instructional, personal), it is the responsibility of the parent and/or student to notify DFEO via email or by calling DFEO at 562-419-2338 and leaving a message. Every effort shall be made to respond to individual needs and to resolve problems accordingly.
- **Suspension** - Delinquency in payment of tuition and fees may result in suspension of a student's enrollment. Suspended students shall not be allowed to attend classes, rehearsals, or lessons; instruction shall be resumed only upon full payment of any balance due. There will be no credit or make-ups for any lessons or classes missed because of suspension.
- **Expulsion** - DFEO reserves the right to expulse any student from the program for the following reasons: lack of interest, frequent absences (more than three consecutive missed lessons), frequent tardiness, behavioral problems, failure to abide by DFEO policies, delinquency in payment of tuition and fees, and in cases where students are viewed as disruptive, uncooperative, or detrimental to the progress of the class.
- **Room & Schedule Changes** - Changes to program schedules and school assignments will be notified via email should DFEO know ahead of time. In cases of the school campus changing the room assigned, notification may be prior to class beginning.
- **Personal Property & Security** - DFEO is not responsible for loss or damage to the students or parents personal property. Students and parents are advised not to leave items unattended; this includes musical instruments. Toys, cell phones, or games are not permitted.
- **Assumption of Risk and Release** - You understand that during student's participation in any DFEO program, the student may be using and exposed to paints, spray paints, inks, drawing materials, and other media and supplies listed below. You hereby agree that student's participation in any DFEO program is voluntary, at their own risk and with your knowledge and consent. Furthermore, on behalf of the parent and the student, the parent hereby releases and covenants

not tontsure or make any claim against DFEO, the Downey Unified School District, and each of their respective trustees, officers, employees, agents and independent contractors, for any and all actions, losses, damages, liabilities, and expenses incurred in connection with or related to any DFEO program or student's participation therein.

### **Publicity**

DFEO may record the artwork(s), image, and/or voice of the students, and parent agrees to grant DFEO all rights to use, and authorize the reproduction and use of such sound, still, or moving images in any medium for educational, archival, promotional, and public relation purposes in whatever form, format, or medium DFEO deems appropriate, without restriction as to changes or alterations. Students and parents waive any right to inspect or approve sound, still, or moving images, or finished versions incorporating images or sound, including any written copy that may appear in connection therewith. Students and parents agree that DFEO owns the copyright for these sounds, still, or moving images, and waive any claims they may have based on any usage of the sound recording, still, or moving images. Parents agree that DFEO may provide a copy of any such still or movie images to the artist/teacher and/or third parties participating in any program activities, solely for their non-commercial personal or professional use.

### **Medical Policy**

- **Medical Emergency** - If a medical emergency arises, every effort will be made to contact the parent or the person designated in the emergency contact section of the student's registration application. However, if the parent or the designee cannot be contacted immediately, the parent agrees to authorize DFEO, it employees, and agents to request and authorize emergency medical treatment for the student that DFEO deems necessary or advisable, and the parent agrees to bear all costs and expenses related to such medical treatment.
- **Medical Prescriptions** - Before bringing any type of non-prescription and/or prescription medication to any DFEO program, you will give notice to the Programs Director in writing, indicating the dosage and frequency of each medication. Only if the parent has submitted such notice will the student be allowed to carry non-prescription medication on his/her person while participating in any DFEO program. All prescription medication much be given to the program teacher in its original packaging. Students will not be permitted to carry prescription medication while participating in any DFEO Program.
- **Administering Medicines** - The student will be solely responsible for taking the proper dosages of any and all medication at the proper time while participating in any DFEO program. This includes asthma inhalers. Parent acknowledges and agrees that neither DFEO nor it trustees, officers, employees, volunteers, or agents are responsible for administering proper dosages at proper times.

### **Registration & Tuition**

- **Registration** - Registration opens August 1st. All students wishing to participate must register prior to the first day of class. A \$25 registration fee will be assessed for any delay in registration. Registration will close on Week 4. Students beginning instruction after the start of the program will be charged tuition in full.
- **Cost** - Tuition for specific programs can be found on each program webpage and must be paid on time according to the payment schedule. A student is considered "registered" when DFEO has received payment for tuition and fees.
- **Payment Options & Due Dates** - Payment in full upon registration is encouraged. However, a payment plan is available to help students and parents meet their financial obligations. The terms are as follows: an eight-part monthly payment plan can be arranged starting September. The terms of this plan are: 12.5% of total charges is due on the 1st of every month for eight months starting September and ending April. Tuition may be paid via cash, check or card in person on the Registration Day and only online via card there after. Checks should be made out to Downey Foundation for Educational Opportunities. Any returned checks will be subject to a \$25 returned check fee. Late tuition payments will be subject to a \$25 late fee. If a check is returned by the bank or if a credit card is rejected, then DFEO will notify the parent via phone or email and the student may be dropped from their program.
- **Outstanding Balance** - DFEO believes that payments are made in good faith. Individuals who repeatedly fail to meet their financial obligations to DFEO however may have their enrollment revoked. Any outstanding balance will prevent the student from continuing in the program, from participating in any concerts or tournaments, and from participating in any DFEO program until the balance has been paid in full. If a balance remains unpaid after attempts by DFEO staff to collect payment, then the instructor shall be informed and shall deny the student entrance to the class. The individual who completes the registration form understands and agrees to these terms.
- **Withdraw from a Program** - A drop period is provided to allow students to make changes to their enrollment during a specific time frame. To drop a student from a program, parents must email [info@dfeo.org](mailto:info@dfeo.org) within a week to avoid a reduction of any refunds. Informing an instructor of a decision to withdraw, stopping payment, or not attending class does not constitute a withdrawal. Exceptional requests for refunds due to a family or medical emergency may be made via email to [info@dfeo.org](mailto:info@dfeo.org) within 14 days of the missed class and must include appropriate documentation. There is no guarantee that a full refund will be approved due to a family or medical emergency. DFEO also considers exceptions to this policy when the circumstances of the drop are based on instructor and student incompatibility. The first step in these situations is for the student or parent to talk to the instructor directly regarding the problem. If the first step does not resolve the situation, the parent or student should email [info@dfeo.org](mailto:info@dfeo.org). The Program Director will talk to the instructor, the student and their parents to resolve the problem.



- **Exchanging Programs** - Students are provided with a program exchange period to allow students to make changes within a specific time frame. Students may exchange programs within the first 4 weeks of the year.
- **Refunds and Credits** - A “refund” is defined as tuition paid that is returned to the student. A “credit” is an amount carried on account over and above what the student owes DFEO.
- **Refunds** - are usually only given for medical or family emergencies only. Parents should indicate whether they wish to have a refund check issued or credit posted to their account. In some cases, only a credit (not a refund) will be allowed. Students are eligible for a refund of tuition if they drop PRIOR TO THE FIRST DAY OF THE PROGRAM, but there will be a \$50 withdrawal fee. If the drop occurs due to the inability of a class to meet the minimum number of registered students, then parents are eligible for a 100% refund. Anytime after the first day of the program refunds will be prorated.
- **Credits:** are usually only given for medical or family emergencies only. Parents should indicate whether they wish to have a refund check issued or credit posted to their account. In some cases, only a credit (not a refund) will be allowed.