

The band course materials fee covers consumable items/expenses for the bands/ensembles throughout the school year. Some examples of these items include uniform, uniform accessories/maintenance, instrument accessories, music, food for instructional trips, etc. Any remaining collected fees will be allocated to a uniform replacement fund.

**Marching and Concert Uniform Accessories Policy:** Certain uniform components are included for marching band (t-shirt, gloves) and concert band (pearls, bow tie, and cummerbund). Students will be responsible for purchasing replacements for these items if they are lost or damaged. The WPHS Band will sell these items to facilitate the ordering process. Students will provide their own black dress shoes for concert band.

**Individual Performance Events:** There are opportunities throughout the school year for individual students to choose to audition and/or participate in other bands. Examples include the All-District or All-State Band and the Solo and Ensemble Festival. Audition or participation fees are often assessed for these opportunities by the sponsoring organization. The West Potomac Band does not establish such fees, but the West Potomac Band often assists in the collection of these fees from individuals who elect to participate and the submission of one group payment to the respective sponsoring organization. These fees are communicated at the time other information about these opportunities is communicated.

### **Payment Policies**

#### **Check**

- Payments can be made out to West Potomac High School Band. Please include the student's name and fee being paid in the memo line of the check.
- Payments made by check should be placed in the (beige) lockbox in the band room.

#### **Cash**

- Please put the money in a sealed envelope and write the first and last name of the student and the name of the fee being paid (ex. Jane Doe, Marching Band fee) and take the envelope to the band office in Springbank and give it to Penny Bauer. Mrs. Bauer will give you a receipt to acknowledge the cash payment.

NO CASH PAYMENTS SHOULD BE DEPOSITED INTO THE LOCKBOX IN THE BAND ROOM.

*Payments without the student's name and type of fee paid will be returned.*

#### **Refunds:**

Typically fees paid are non-refundable once commitments and purchases have been made. These refund policies will be communicated separately as they relate to individual activities.

#### **Financial Assistance:**

Financial Assistance is available for those in need of such assistance. Requests for financial assistance should be made directly to the Band Director prior to the due date for the related fee.