

School Policies & Procedures for the academic year (September 2007-June 2008)

Annual Registration Fee:

A non-refundable fee of \$20 per student, \$40 per family is required at time of registration. Annual registration fees will be billed each academic year.

Payment of Fees:

For your convenience tuition will be converted into nine (9) payments from September thru May, based on a **36 class minimum each academic year over 10 months**. Payments will be charged to your credit card/debit card on the first day of each month based on the following payment schedule: **Month 1- 2 monthly payments charged; Months 2-9 – 1 equal monthly payment** . No lesson times will be confirmed without receipt of a credit card number. Tuition may be paid by check only if paying for a minimum payment of one entire semester or greater. All NSF transactions will be charged a \$25 NSF fee.

All lessons are most productive if taken year-round. Tuition for Summer Session (July and August) is pro-rated each month based on advance notice of student vacations. Payments are due July 1 and August 1. Students planning an extended absence from lessons during Summer Session may reserve their time slot for the next school year by pre-registering for the Fall (see below). Lesson times cannot be guaranteed without payment. The Academy reserves the right to adjust lesson times during the Summer Session, as necessary, to accommodate vacation schedules.

Fall 2008 Pre-Registration begins on May 1st. Students are encouraged to pre-register in order to guarantee their desired lesson time for the next school year. Students registered for summer music lessons may reserve their September lesson time with payment of the registration fee. Students not registered for summer music lessons may reserve their September lesson time with payment of September tuition in addition to the registration fee. **September tuition is non-refundable.**

Withdrawal and Refunds:

There is a two-month minimum for all lessons*. **Thirty (30) days** written notice is required to discontinue any class. Withdrawal must be done **in person** using a “withdrawal form” provided by the front office and **will not be accepted over the phone**. Withdrawal must be done with the **front office** and **not with the teacher**. Automatic payments after the thirty (30) day period will be cancelled. Clients who paid by check will receive their credit via check. The Academy reserves the right to terminate lessons to any students without notice for non-payment. Refunds, outside of the non-refundable fees, may be considered on a case-by-case basis and can only be approved by the Director. Withdrawals **will not** be accepted **after April 1** for the month of **May** due to upcoming performances.

This does not apply to ensemble classes with start and end dates

Missed Lessons:

In order to keep tuition costs down, and focus on the quality of programming plus due to the fullness of our professional faculty schedules, the Academy can no longer offer credits, refunds, or make-ups for missed private lessons, unless such a miss is due to a weather closing or teacher absence. An exception is made for the summer session when monthly tuition is pro-rated based on advance notice of vacation plans. Students planning an extended absence from lessons during the school year may either hold their time slot with continued tuition payments or withdraw from the school, with the normal thirty (30) day notice, and re-enroll upon their return on a space and time available basis.

Extra classes and recital rehearsals are already scheduled to allow for missed classes due to inclement weather or teacher absence. Make-up classes will be scheduled only if required to meet the guaranteed minimum of **36** per school year. **Week 37** will be make-up week for special situations and no more than 2 private classes can be made up.

If a **teacher** must cancel a lesson, every effort will be made to provide another instructor from among our faculty. When another instructor cannot be arranged, a credit will be applied to the student's account. The administration of the Academy reserves the right to offer make-up lessons in the form of a master class or workshop. Credits that have not been applied to make-up lessons will automatically be applied towards the next monthly payment.

Attendance and Lateness:

Ensemble students are required to be on time. Warm-ups and tunings are a necessary part of the class to minimize injury. Repeated lateness may result in termination of lessons or class transfer. A minimum attendance level may be required for competitive/performance oriented classes. If a student misses more than 4 classes without written notices, the school reserves the right to have the unprepared student sit out competitions/performances.

Inclement Weather Policy:

The Academy does NOT follow the weather closing schedule of the local school system. In cases of inclement weather, an outgoing message will be recorded on the Academy phone line regarding whether or not the studio will close. Notices will be available by 8AM for morning classes and by 12PM for afternoon and evening classes. In many cases, weather and road conditions improve as the day progresses. However, should lessons be cancelled, a credit will be applied to the student's account.

Care of Students:

The school is not responsible for providing before or after class care for students. Parents with students under the age of 5 are asked to remain in the school during class. Students are not to be left at the school for excessive time before or after lessons. Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

Parent's Responsibility to be Aware of Dates and Events:

It is the responsibility of the parent or adult student to be aware of school activities such as recitals and dates the school is open and closed. The school will post notices on the music bulletin board as well as provide an annual studio calendar upon registration for each school year. The Academy does NOT follow the same holiday schedule as the local school system. It is the parent's responsibility to regularly check the music bulletin board to ensure they are informed of school events. It is also the responsibility of the parent or adult student to inform the school of any address, e-mail or telephone number change.

*Holidays NOT observed by the school for the academic year 2007-2008:
Monday 10/8 Columbus Day, Monday 1/21 Martin Luther, Monday 5/26 Memorial Day*

Photo Release:

The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

Dance/Fitness Program Addendum:

Dance Recital and Costume Fees:

Costume fees for the year-end dance recital (\$70 for 8 yrs and under, \$80 all others) will be charged to your account on May 1st. No costume fees will be refunded even if a student withdraws from the class. Costumes for competitive classes may require an additional fee depending on the cost of the costume.

Dress Code:

Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear

could result in termination of lessons. **Students are not permitted to wear jeans or shoes worn on the street or outdoors to any dance/fitness class.**

____ Attendance and Lateness:

Lacking proper warm-up time, late students may be asked to observe their class rather than risk injury. Repeated lateness may result in termination of lessons or class transfer. A minimum attendance level may be required for competitive classes. If a competitive student misses more than 4 classes without written notices, the school reserves the right to have the unprepared student sit out competitions.

____ Injuries:

Dance is a physically challenging activity. While all due care is taken to provide proper warm-ups and instruction, parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or other activity conducted by the students before, during or after lesson time.

I have read and understand the above policies and procedures and agree to abide by them.

Today's Date

Please Print Student Name Here

Signature of Parent or Adult Student