

# Music Policies and Procedures

## **Registration:**

A registration \$40 per student is required yearly at time of registration. The fee covers the following: Administrative, Student Portal, 2 Recitals (May/Dec), Trophies, Certificates of Achievement, photos with Santa during recitals. Regardless of participation in recitals, registration fees are payable annually by all students.

## **Payment of Fees:**

Tuition must be paid by automatic bank account debit, or automatic credit card payment or a set of post-dated checks for the complete teaching timeframe (month, year, or specific number of lessons).

## **Payment by Automatic Bank Account Debit or Automatic Credit Card Charge:**

Tuition will be debited from your bank account on the 1<sup>st</sup> day of each month or charged to your credit card the 1<sup>st</sup> day of each month. A rejected or declined payment will incur a \$20.00 Card Decline / NSF Fee.

## **Withdrawal and Refunds:**

There is a two-month minimum for all lessons. **30 days notice is required to discontinue any classes.** Withdrawal must be done in person and to withdraw from lessons a parent or adult student must:

1. Inform school administration, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting or credit card charges will stop after the one-month notice period. All unprocessed checks, dated after the one-month notice period, will be returned. Hollywood Academy of Music reserves the right to terminate lessons to any students without notice. No refunds are available for prepaid lessons under any circumstance.

## **Missed Lessons and Make-up Lessons:**

No make-up lessons will be given for missed lessons unless absence is due to an illness and 24-hour notice has been given to the school office via email, text, phone call, or voicemail. Make-up lessons are not limited per year, as long as they are reasonable in quantity. Unfortunately, lessons missed without prior notice or any types of prepaid purchases, including advance payment and gift cards are not subject to refunds. Unused funds in an account may be used only by the same student for whom they were purchased.

## **Extreme Weather or Unexpected Interruption of Lessons:**

If the school must cancel lessons due to extreme weather or events beyond our control such as power outages, the missed lessons will be made up by the student's instructor at a time determined by the school and the student.

## **Substitutions:**

The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to attend a lesson. If a teacher is ill and the school cannot arrange a substitute any missed lessons will be made up.

## **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 the classes. Students are not to be left at the school for excessive time before or after lessons.

## **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 sending notices home with the students. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is also the responsibility of the parent or adult student to inform the school of any address or telephone number change.

## **Injuries:**

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.

## **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.