

77 ARTS ACADEMY POLICY

Registration & Payments

Payment is due at least 2 weeks before your new or next enrollment. Your registration is complete after your payment is processed. You should go to your first lesson at the time scheduled with your instructor unless instructed otherwise.

Re-enrollment for next session will be **automatic** to ensure seamless continuation unless a written cancellation notice is provided at least 2 weeks prior to the last lesson; invoice will be mailed prior to the last lesson of the current session.

Refunds

Student can withdraw from a semester commitment at least ten (10) days before the lesson start date. 75% refund after 2nd lesson. There are no refunds after the 4th lesson. Further, there are no refunds after the 4th lesson/class for students reasonably dismissed by the academy due to disrespectful, disruptive, or any other unacceptable behavior. There are no refunds on annual registration fees or group classes if the classes meet minimum enrollment. Cancellations require a written notice to the school administration and not to a teacher.

Late Payments

Payment is due at least 2 weeks prior to first lesson of a session. Any late payments will incur a \$25 or 1.5% per month, whichever is greater.

Absence, Tardiness, and Cancellations

We do not follow the local school holiday schedules. Like any other activities or sports, students, along with the teachers, are making a commitment to be available. We expect both teachers and students to respect this commitment.

Students are allowed **one** cancellation per session enrollment with at least a 24 hour courtesy notice. The lessons can be made up or added at the end of the session. If less than 24 hour notice is given by the student, **regardless of reason**, no credit will be issued for that lesson and the student will be considered absent.

Vacation Flexibility: Students are allowed **one** cancellation during either a school winter **OR** a spring vacation week, but not both, if desired. Summer vacations: Students are also allowed flexible scheduling during summer vacation with at least a one week notice.

If a teacher is absent, the student will be offered a makeup lesson at the teacher's discretion. If not, the student will receive a lesson credit. Students and teachers are expected to work together to schedule make-ups. If a teacher offers a number of reasonable opportunities to schedule a make-up, but the student is unavailable for any of those times, the lesson will be forfeited and no credit will be given. If a student misses a make-up lesson, there is no credit/refund and no additional make-up lesson will be provided.

For all group programs and classes, there are no make-ups for absences or cancellations regardless of reason.

School Closing

For school closings due to inclement weather or emergencies a notice will be sent out. Up to one weather-related make-up per year will be offered. There is no refund or credit for subsequent closings.

Policy Change

Our policy is subject to change.