

ORLANDO ACADEMY OF MUSIC - POLICIES AND PROCEDURES FALL SEMESTER 2010

Registration:

A non-refundable Registration Fee of \$35 per student is required yearly at time of registration.

Scheduling / Payment of Fees:

Private Lessons are scheduled weekly and available in half hour and one hour time slots. Group lessons in one hour weekly time slots. Private 30 minute lesson - \$93 per month, Private One hour lesson - \$186 per month. Group Guitar lessons 1 hour/ week- \$75 per month. Suzuki Guitar 30 minute/week and group/bi monthly \$125 per month. Recital information will be posted as semester progresses.

Music tuition is based on the number of lessons per semester and then divided into equal monthly payments. Therefore, tuition is the same regardless of the number of lessons in a month. Tuition is due on the 1st lesson of the month. Lessons are prorated if a student begins after the first week of the month.

Late Fee, NSF Fee:

A late fee of \$10.00 will be applied to the account if tuition is not paid by the 2nd lesson of each month. All NSF checks will be charged a \$25 NSF fee. NO EXCEPTIONS

Withdrawal and Refunds:

There is a two-month minimum for all lessons (8 Lessons) for Fall and Spring Semesters. One-month (30 Day) notice from the first of the month is required to discontinue any classes. Withdrawals will not be accepted for the month of June. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. 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.

Orlando Academy of Music reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given. No refunds for Summer Lessons.

Missed Lessons and Make-up Lessons:

Absolutely no make-up lessons will be given for missed lessons unless absence is due to serious illness and 24 hour notice has been given to the school office. Make-up lessons will be limited to 2 per teaching semester and be taken within 30 days of missed lesson or will be forfeited. No refunds are given for missed lessons. (School activities such as ski trips or programs, band trips, Spring Breaks that differ from our school's Spring Break, sports games, etc. do not qualify for make-up lessons.) If student is late for lesson they will be given only the time left in their time slot.

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 added on to the end of the semester. No refunds for lessons missed due these reasons will be given.

Substitutions:

The Academy 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.

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 performances 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.

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

Date

Student Name (please print)

Signature of Parent or Adult Student