

Policy Acceptance Sheet

Registration

A registration form must be completed for each student at the point of enrollment. Registration forms and payments should only be sent to The Academy after a lesson time, or class, has been scheduled with the teacher. A separate form should be used for each student. Information from teachers regarding your enrollment status will generate an invoice for subsequent terms.

Tuition and Fees

All new students are subject to a one-time registration fee of \$35.00. Tuition is due prior to the first lesson of the semester. Lessons may be cancelled without notice if payment is not received by the specified date.

All returned checks are subject to a fee of \$30.00.

Payment

Payment may be made with cash, check, or Visa/MasterCard/Discover Card/American Express. Two payment plans are available:

1. Payment may be made in full at registration or start of new semester.
2. Semester tuition may be divided into three payments within the semester, guaranteed by a credit card. Payment contract must be signed and on file with the Registrar at the beginning of the term.

Balances must be paid in full *prior* to beginning the next term.

Attendance and Missed Lessons

The following attendance policy is consistent with the policies of most schools. Lessons should be considered as sessions within a term of study, and not individual units. No more than 2 lessons may be made up in any one semester, and make-ups cannot be carried over into the following semester. Students are charged for all classes for which they register, regardless of the number of absences.

Missed private lessons will be made up at the instructor's discretion if 24 hours notification is given to the teacher that the student cannot attend.

All missed lessons must be reported to The Academy office or directly to your instructor. Missed lessons will be rescheduled and made up at the convenience of the instructor. Group sessions cannot be made up. Classes missed due to official closing for severe weather will not be made up. Lessons missed due to public holidays will be made up. Any lessons cancelled by the instructor will be made up in a mutually agreeable manner.

Withdrawals and Refunds

Written withdrawals must be submitted to the Registrar, in order to be a final withdrawal from study. Notification to the instructor is not considered withdrawal. If it is necessary for The Academy to cancel any class prior to the first session, the student will be given the option to transfer to a comparable class, with no late fee charged. If no satisfactory arrangement can be made, regardless of the reason, a full refund will be given. If any class is cancelled during a term, a full refund will be given for those sessions not held. The following policy regarding refunds will be strictly adhered to. Please also refer to the section above regarding cancellations. Refundable amounts are as follows:

1. If notice is received before the 2nd lesson or class: 75% of tuition.
2. If notice is received before the 3rd lesson or class: 50% of tuition.
3. If notice is received before the 4th lesson or class: 25% of tuition. No refunds will be made after the fourth lesson or class.

School Cancellation and Closing Policy

The Academy of Music will follow the lead of the Norfolk Public School system in closing for inclement weather or other emergencies. Please feel free to verify the status of classes with the AOM office at 757.627.0967.