

# Welcome to Harris Academy of the Arts!

🎵 We look forward to having you in class. 🎵

Before you complete your registration, please be sure to read these important notes about our policies and payment plan.

**By enrolling online for a class at Harris Academy of the Arts, you are agreeing to the following:**

1. **Continuous automatic monthly payments using the payment method entered at registration.** Automatic tuition payments are processed on the 15th of each month for the upcoming month's tuition (i.e., April 15th payment applies to May tuition). Payments begin on the 15th of the month **in which the class starts** and stop the month prior to the class end date. **If registering after the 15th of the month**, payment will be processed for the current month's tuition (prorated) **and** the upcoming month's tuition. In this case, you will see two separate charges for the class.
2. Your commitment to at least three (3) months minimum services with Harris Academy of the Arts (not applicable to classes or workshops of shorter duration).
3. In order to withdraw from any services you are required to submit a Leave of Absence Form at least 30 days prior to your final service with Harris Academy of the Arts.
4. You understand that you are fully responsible for payment of registered services during the final 30 day period of having submitted a Leave of Absence form.

We are happy to answer any questions you have regarding our payment policies.

Please call (402) 423-7121 during our regular business hours:

**Monday-Thursday** 9am-9pm

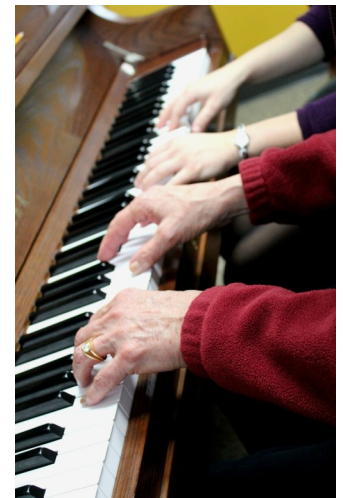
**Friday** 9am-7pm

**Saturday** 9am-3pm

(Our complete studio policies continue on the following pages.)



*harris*  
academy of the arts



**TUITION PAYMENT** (*Reservation of any lessons and/or any classes will occur only upon receipt of EACH of the following*):

1. Payment of RELATED FEES (above)
2. Payment of the FIRST FULL MONTH'S tuition (plus any pro-rated amount of current month, if after 15th of current month)
3. Completion of SIGNED REGISTRATION FORM
4. SELECTED PAYMENT OPTION (SEE BELOW)

**NOTE:** HAA tuition is charged at monthly rate versus “per lesson” rate as we provide a variety of amenities with our studio (e.g. student & faculty recitals, motivation system, computer/theory lab, contests, administrative office coverage, special events, etc.)

**FEES (non-refundable):**

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| 1. <u>ADMINISTRATIVE</u> Fee:                | \$20.00 (once per enrollment, per student, for private lessons and/or classes) (limit two per family)      |
| 2. <u>KINDERMUSIK</u> Tuition/Materials Fee: | Due at beginning and mid-term (see class info. for specific amount); \$125 per summer camp (June and July) |
| 3. <u>CHILDREN'S MUSIC ACADEMY</u>           | Materials Fee: \$75 first term only; \$25 subsequent terms; \$25 sibling fee                               |

**REFUND POLICIES:**

1. Fees non-refundable (e.g., Annual Administrative Fee, Material Fees of any Group Class, festival fees, etc. **Exception** of class postponement or cancellation).
2. Tuition fee is paid regardless of student attendance. **Missed lessons and classes are non-refundable** (see makeup "SWAP LIST" options).
3. Books and Materials are non-refundable.
4. Registration fee and first month tuition paid during studio re-enrollment are non-refundable (spot is being held for student).

**MAKE-UPS:**

Private lesson students are allowed two (2) make-ups during term for either illness (must provide doctor's note) and/or funeral. Prior notice of absence must be given to office allowing for ample time to notify instructor, otherwise, student will not receive make-up. Misses for events such as sports, concerts, etc., may be made up by attending a GROUP MAKE-UP CLASS (see calendar for offerings). Class is provided in a group setting to further assist with skills. Students in group classes are welcome to attend make-up class if group classes are missed during term.

**LEAVE OF ABSENCE (Withdrawal Form):**

Students enrolling in private lessons with HAA are committing to continued enrollment, unless a LEAVE OF ABSENCE FORM (available in office and HAA website) has been submitted following the initial 90 day commitment. **Leave of absence forms submitted on/after the 15th will not receive refunds for already processed tuition for the upcoming month. Once payment has processed, student has committed to an additional month of lessons regardless of attendance.**

## **PAYMENT ISSUES/DISCREPANCIES:**

\$30 Fee (or amount of fee if higher than \$30) for Returned Checks or Non-Sufficient Funds. Accounts exceeding 30 days past due will not receive services until account becomes current. Payment issues/discrepancies will be reviewed for future acceptance with Harris Academy of the Arts. Payment for materials, supplies, gifts due upon receipt. If indicated on registration form, student may apply materials/supplies/gift billings to monthly automatic tuition payment.

## **SCHEDULE (subject to change):**

PRIVATE Lessons:	Start Date: August 1, 2015 ( <i>continuous enrollment</i> )
GROUP Classes ( <i>includes Kindermusik</i> ):	Sept. 1, 2015—May 31, 2016 ( <i>some workshops/classes may occur beyond this schedule</i> )
SUMMER CAMPS:	June 1—July 31, 2016 ( <i>most classes 4 weeks in duration; times/duration vary per class</i> )

## **DISCOUNT OPPORTUNITIES:**

1. First Time HAA Student: Receive a \$10 discount
2. New Student Referral: Receive a \$20 discount  
(*name must be listed on new referral's registration form; credit applied upon completion of 90-day commitment*)
3. LMTA Outreach: Reduced rates for LMTA students with financial need  
(*application/approval required*).
4. Yard Sign Program: Receive a free lesson/class for every four months a HAA sign is posted in the front lawn of a home/business.
5. GROUP CLASS Materials Fee: See requirements for respective class

## **INTRODUCTORY LESSON:**

An introductory lesson for private music lessons may be scheduled by contacting our office. A non-refundable payment of \$12 must be received prior to the introductory lesson before a time is scheduled with an instructor. Payment may be credited to a future introductory lesson if cancellation occurs PRIOR to 24 hours of scheduled introductory lesson.

## **CANCELLATION OF CLASSES:**

Studio will observe LPS cancellation policies regarding inclement weather and/or emergency circumstances. HAA weather cancellations will be announced via email and HAA website. Such cancellations will NOT be made up or reimbursed, however, students are encouraged to attend Group Make-Up Classes (see schedule). Refer to news/media resources for cancellation of Lincoln Public Schools. Cancellations occurring after daytime school hours will follow example of local colleges.

## **TORNADO WARNINGS:**

Unless class/lesson is located within a "storm shelter area" at our studio, lessons and/or classes will not be conducted during Tornado Warnings. To ensure safety, individuals in our facility during tornado warning expected to follow HAA Safety Procedures.

## **INSTRUCTOR PRIVATE LESSON CANCELLATION:**

Notification of substitutes or make-ups for private lessons will occur via email and/or phone.

### **SWAP LIST—PRIVATE LESSONS:**

Students may share contact information (*name, phone number, email address, day/time of lesson*) with other students via our SWAP LIST. The SWAP LIST provides flexibility for scheduling conflicts for private lessons (*e.g., illness, school events, travel, etc.*)

so that they may communicate with others to arrange for a trade (*applicable to private lessons only*). **All swaps must be communicated to studio within 24 hours prior to lesson.** It is not responsibility of the studio or instructor to arrange swaps.

### **CHILD SAFETY:**

Parents and/or caregivers must accompany and ensure the adequate care of minors at all times, with the exception of enrolled class and lesson times. HAA is NOT responsible for care of unaccompanied minors.

### **MISCELLANEOUS:**

Siblings may be present in private lessons if quiet, still, and observing (*not applicable to group classes and/or Kindermusik*).