

Harris Academy of the Arts

2016-2017 POLICIES & PROCEDURES (Effective February 2016)

2935 Pine Lake Road; Lincoln, NE 68516 | 402 . 423 . 7121 | harrisacademyofthearts.com

SCHEDULE (subject to change):

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| 1. PRIVATE Lessons: | Can begin at ANY time! (continuous enrollment) |
| 2. KINDERMUSIK/CHILDREN'S MUSIC ACADEMY: | January 1—May 31, 2016 AND September 1, 2016—May 31, 2017 |
| 3. GROUP Classes/WORKSHOPS: | Each class varies; Please refer to schedule for details. |
| 4. SUMMER CAMPS: | June 1—July 31, 2016 |

DISCOUNT OPPORTUNITIES:

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| 1. First Time HAA Student: | Receive a \$10 discount |
| 2. New Student Referral: | Receive a \$20 discount
(listed on new referral's registration form; credit applied upon completion of 90-day commitment) |
| 3. LMTA Outreach: | Reduced rates for students with financial need (application/approval required) |
| 4. Yard Sign Program: | Free lesson/class for every 4 months a HAA sign is posted in lawn of home/business |

FEES (non-refundable):

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| 1. ADMINISTRATIVE Fee: | \$20.00 (once per enrollment, per student, for private lessons and/or classes) (limit two per family) |
| 2. KINDERMUSIK Tuition/Materials Fee: | Due at beginning and mid-term (see class info. for specific amount)
\$125 per summer camp (June and July) |
| 3. CHILDREN'S MUSIC ACADEMY Materials Fee: | \$75 first term only; \$25 subsequent terms; \$25 sibling fee (before taxes) |
| 4. GROUP CLASS Materials Fee: | See requirements for respective class |

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 (see 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 a monthly rate versus a "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.)

AUTOMATIC PAYMENT OPTIONS (Must select one of the following):

1. CHECKING ACCOUNT: Provide voided check for automatic withdrawal from bank account
(Processed on 15th of month PRIOR to services received).
2. CREDIT/DEBIT CARD: We accept all major credit cards (Processed on 15th of the month PRIOR to services received).

PAYMENT ISSUES/DISCREPANCIES: \$30 Fee (or amount of fee if higher) 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 HAA. Payment for materials, supplies, gifts, etc. due upon receipt, unless indicated otherwise on registration form.

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/or classes are non-refundable** (see makeup "SWAP LIST" options).
3. Books and Materials are non-refundable.

INTRODUCTORY LESSON: An introductory lesson for private music lessons may be scheduled by contacting our office. To schedule an appointment, a non-refundable payment of \$12 must be received prior to introductory lesson. Payment may be credited to a future introductory lesson if cancellation occurs PRIOR to 24 hours of scheduled introductory lesson.

CANCELLATION OF CLASSES: HAA observe Lincoln Public School cancellation policies regarding inclement weather and/or emergency circumstances (refer to news/media resources). Cancellations occurring after school hours will be based on example of local colleges. HAA weather cancellations are announced via email and face book. Such cancellations will NOT be made up or reimbursed, however, students are encouraged to attend Group Make-Up Classes (see schedule).

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

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 of private lessons (e.g., illness, school events, travel, etc.). Student is responsible to communicate with other students to arrange for a trade (private lessons only). **All swaps must be communicated to studio within 24 hours prior to lesson.**

MAKE-UPS:

Private lesson students are allowed two (2) make-ups per year (January—January) for:

1. Illness (must provide doctor's note)
2. Funeral

To receive a make-up (see above), prior notice of absence (before lesson) must be provided to office (to notify instructor). Misses for whatever reason (e.g., sports, concerts, etc.) may be made up by attending a GROUP MAKE-UP CLASS (see schedule). Varied music classes are provided in group settings to further assist with music skills. Group Class students are welcome to attend make-up classes for missed classes.

LEAVE OF ABSENCE Form: Students enrolling in services 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 3 month or 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, the student has committed to an additional month of lessons regardless of attendance.**

CHILD SAFETY: As HAA is NOT responsible for the care of unaccompanied minors, parents and/or caregivers must accompany and ensure the adequate care of minors at all times (exception during enrolled class and lesson times).

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