

Harris Academy of the Arts

POLICIES & PROCEDURES

2935 Pine Lake Road | Lincoln, NE 68516 | 402.423.7121 | harrisacademyofthearts.com

SCHEDULE (subject to change):

PRIVATE Lessons:	Can begin at ANY time (continuous enrollment)
KINDERMUSIK/CHILDREN'S MUSIC ACADEMY:	Sept. 1—May 31
GROUP CLASSES/WORKSHOPS:	Classes vary—refer to schedule for details
SUMMER CAMPS:	June 1—July 31

DISCOUNT OPPORTUNITIES:

1. First Time HAA Student:	\$10 discount
2. New Student Referral:	\$20 discount (listed on new referral's registration; credit applied upon completion of 90-day commitment)

FEES (non-refundable):

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-year (see class info. for specific amount)
3. CHILDREN'S MUSIC ACADEMY Materials Fee:	\$75 first year only; \$25 subsequent years; \$25 sibling fee
4. GROUP CLASS Materials Fee:	See requirements for respective class

TUITION PAYMENT (Reservation of any lessons and/or any classes will occur 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

NOTE: HAA tuition is charged at monthly rate versus "per lesson" rate as we provide a variety of amenities (e.g. student recitals, motivation system, contests, administrative office coverage, special events, etc.)

AUTOMATIC PAYMENT OPTIONS (Must select one of 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: All major credit cards accepted (Processed on 15th of the month PRIOR to services received).

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 HAA. Payment for materials, supplies, gifts 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 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. 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 at least 24 hours before scheduled introductory lesson.

CANCELLATION OF CLASSES: HAA follows LPS 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 cancellations are announced via email and Facebook. 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" at studio, lessons and/or classes will not be conducted during Tornado Warnings. To ensure safety, individuals in our facility during tornado warning are 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 of 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 at least 24 hours prior to lesson.** It is not the responsibility of HAA or instructor to arrange swaps.

MAKE-UPS:

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

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

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

LEAVE OF ABSENCE Form: Students enrolling in private lessons with HAA are committing to continued enrollment, unless a LEAVE OF ABSENCE FORM (available in office) 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.**

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 and still (not applicable to group classes and/or Kindermusik).