

KEEP FOR YOUR RECORDS



POLICY STATEMENT

HMA Academic Year 2009-2010

ENROLLMENT

Enrollment at Hamlin Music Academy (HMA) is confirmed upon the following;

- **Completion of Registration Form / Policy Agreement**
- **Payment of \$20 Registration Fee per student**
- **Payment of Tuition Fees for Quarter Enrolled** (as defined under Billing)

Tuition obligations are for the current quarter in its entirety. Any pre-paid tuition or deposit for the quarter is non-refundable for unattended lessons or early lesson discontinuation on behalf of the student.

REGISTRATION: ALL STUDENTS must complete a Registration/Renewal Form (Policy Agreement), *prior to beginning lessons or annual renewal*, stating understanding and compliance with the current HMA policy.

TUITION: HMA's Tuition is \$72 per month* payable prior to the first day of every month.
* 30-minute lessons

CALENDAR: HMA's Academic Year is continual from September 2009 thru August 2010.

The 2009-2010 Academic Year is year round and begins September 14

Breaks throughout the year include:

Thanksgiving

NO LESSONS NOV 23 – 28

Christmas

NO LESSONS DEC 21 – JAN 2

Winter Break

NO LESSONS FEB 15– 20

Spring Break

NO LESSONS APR 5 –10

Spirit Valley Days

NO LESSONS AUG 2-7

DISCONTINUE LESSONS: To *properly* discontinue lessons, a **written notice** to discontinue lessons must be submitted to HMA *2 weeks prior* to the final lesson.

PLEASE NOTE: Written notice of lesson discontinuation must be submitted to HMA office personnel *only*. Verbal announcement to an instructor is not recognized by HMA.

~~~~~ YOUR LESSONS ARE CONTRACTED WITH HAMLIN MUSIC ACADEMY ~~~~~  
PLEASE ADDRESS ALL CONCERNS TO THE HMA OFFICE TO ENSURE PROPER ACKNOWLEDGEMENT

# BILLING

## **Tuition billing for each month has the following payment options:**

Forms of Payment Accepted: Cash – Check – Credit Cards\*

\*Credit Card payments are accepted via PAYPAL link at [www.hamlinmusic.com](http://www.hamlinmusic.com) or at the office desk

**HMA TUITION STATEMENTS ARE NOT MAILED:** Check HMA Mailbox and Email for current account statements.

**A \$10 late fee is charged on payments not received by the 10<sup>th</sup> of each month.**

# MISSED LESSON / MAKE-UP LESSONS

**EXCUSED ABSENCE/STUDENT** - (i.e., Death in Family, Emergency Trauma, etc.) A make-up lesson may be granted in the event of an excused absence at the teacher's discretion. The make-up lesson will be arranged as soon as possible at the convenience of the instructor and the student.

**UNEXCUSED ABSENCE/STUDENT** - (i.e., Sports, Minor Illness, No Show) A make-up lesson is not offered for an unexcused absence.

**SNOW DAYS:** In the event of severely inclement weather, whereas HMA feels it is in the best interest of its instructors and students to not subject themselves to travel, HMA will close its studios. HMA closings may, or may not, coincide with area Public School closings. Call your instructor(s) the day of the severe weather to confirm. It will be the student's responsibility on these days to call his/her instructor to verify the closing.

**UNEXPECTED ABSENCE/TEACHER** - In the event that an instructor must unexpectedly miss a lesson: the instructor will attempt to notify the student as soon as possible. (It is important that a phone number(s) be provided on the HMA registration form that has either direct contact with the parent/guardian or students themselves, or an answering machine that will document the call.) A make-up lesson will be arranged as soon as possible, at the convenience of the instructor as well as the student. Student lessons are contracted with Hamlin Music Academy. To insure the best instruction possible, HMA reserves the right to substitute or change instructors as deemed necessary at its own discretion.

## **PLEASE NOTE THAT ALL LESSONS ARE CONTRACTED WITH HAMLIN MUSIC ACADEMY (HMA):**

HMA contracts with qualified instructors to provide lessons to students. In turn, students contract with HMA for lessons. Upon hire, **instructors have agreed to a non-compete clause with HMA.** The agreement requests that HMA students do not contract directly with HMA teachers for any musical instruction, other than that through HMA, during the period of the teacher's contract with HMA, and for 12 months following termination of either the teacher's or the student's HMA contract. Failure to abide by this policy will cause irreparable harm to HMA, for which HMA can take legal action.