

KEEP FOR YOUR RECORDS



POLICY STATEMENT

HMA Academic Year 2007-2008

ENROLLMENT

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

- **Completion of Registration Form / Policy Agreement**
- **Payment of \$20 Registration Fee**
- **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.

REGISTRATION FEE: ALL STUDENTS are required to submit an annual \$20.00 Registration Fee.

TUITION: HMA's Quarterly Tuition Fees are based on 12 Private Lessons per Quarter. Standard tuition fees are \$17 for each 30-minute lesson. Tuition price changes for different lesson length (example: *15 minutes=\$8.50, 45 minutes=\$25.50, etc*) and/or specialized instructors. All 30 minute lesson tuition fees are posted and available at the HMA office.

CALENDAR: HMA's Academic Year is divided into four (4) equal quarters. Each quarter consists of eleven (12) lesson weeks.

The quarters for the 2006-2007 Academic Year are defined as follows:

Fall: September 10 – December 8

NO LESSONS NOVEMBER 19 – 24

Spring: March 26 – June 23

NO LESSONS APRIL 2 – 7

Winter: December 10 – March 24

NO LESSONS DEC 25 – JAN 6

NO LESSONS FEBRUARY 19 – 24

Summer: June 25 – August 24

NO LESSONS JULY 2 – 7

RENEWAL: Each quarter is a separate term although continues without interruption. To maintain continuous enrollment into each new quarter, tuition payment must be made *prior* to the first week of the new quarter.

DISCONTINUE LESSONS: To *properly* discontinue lessons, a **written notice** to discontinue lessons must be submitted to HMA *2 weeks prior* to the end of the last quarter enrolled.

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 12-week quarter is your option of the following:**

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

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

**PAYMENTS:** Each quarter consists of 3 scheduled payment increments. . **Payment of the first installment is due 3 business days *prior* to first lesson enrolled.** The remaining 2 payments are due prior to lesson weeks four (4) and eight (8) of the quarter enrolled.

**The quarterly payment schedules will be posted at the HMA office as well as distributed to the student via statement in the student mailbox and in pocket size form.**

**HMA TUITION STATEMENTS ARE NOT MAILED:** ALL STUDENTS' tuition statements are distributed to the student's assigned HMA "mailbox" and emailed in advance of the payment due date. **It is the student's responsibility to check his/her mailbox weekly to retrieve any billing statement and/or other HMA notices that may have been distributed there.** ALL STUDENTS will receive statements throughout the quarter as tuition payments and/or additional fees (*i.e., music supplies, activities, etc.*) become due.

**A \$5 late fee is charged on payments not credited to the student's account *prior* to the due date.**

**A \$5 late fee is also charged monthly to any overdue accounts.**

## 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. (*Written confirmation must be provided to HMA*) The make-up lesson will be arranged as soon as possible at the convenience of the instructor and the student, and must be taken before the end of the quarter in which the absence occurred, or the make-up lesson will be forfeited.

**UNEXCUSED ABSENCE/STUDENT** - (*i.e., 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. A make-up lesson day(s) will be arranged as soon as possible for all lessons missed due to the Snow Day closing, at the convenience of the instructor as well as the student, and before the end of the quarter in which the absence occurred.

**UNEXPECTED ABSENCE/TEACHER** - In the event that an instructor must unexpectedly miss a lesson, and a substitute is not available, HMA 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, and before the end of the quarter in which the absence occurred. 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.