



KEEP FOR YOUR RECORDS

POLICY STATEMENT HAMLIN Academic Year 2011-2012

ENROLLMENT

Enrollment at Hamlin Music Academy is confirmed upon the following:

- Completion of Registration Form / Policy Agreement
- Payment of \$20 Registration Fee per student
- Payment of Tuition Fees

REGISTRATION: Prior to beginning lessons or annual renewal ALL STUDENTS must complete a Registration/Renewal Form, stating understanding and compliance with the HMA “school year” is from September 1 through August 31.

You may register and begin lessons at any time, but you are registering for the remainder of the “school year”.

STUDENT CONTACT INFO: It is the responsibility of the parent or adult student to provide HMA with a valid email address, mailing address, or telephone number change

ACTIVITIES: It is the responsibility of the parent or adult student to be aware of HMA activities such as recitals, contests, festivals, etc.

CALENDAR:

Hamlin’s Academic Year is continual from September 1 thru August 31.

We do not give lessons during holiday breaks listed in this policy and at HamlinMusic.com

BREAKS:

Thanksgiving Week
Christmas Week

Winter/February Break (Presidents Day Week)
Spring Break (Easter Week)
Summer Break (to be determined)

DISCONTINUE LESSONS: A **written notice** to discontinue lessons must be submitted two (2) weeks prior to the final lesson. Any correspondence can be placed in the HMA Payment Box or emailed.

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

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

# BILLING

## TUITION:

Monthly lessons are paid for in advance. Tuition of \$79 is a flat monthly fee to be paid before the 1<sup>st</sup> of each month.

**A \$10 late fee is charged for payments not made to the student's account prior to the first of the month.**

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

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

\*Credit Card payments at the Office Desk

Secure "HMA Payment Box" is located at Office Desk

**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 notices that may have been distributed there.** ALL STUDENTS will receive statements as tuition payments and/or additional fees (*i.e., music supplies, activities, etc.*) become due.

# MISSED LESSON / MAKE-UP LESSONS

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

**SNOW DAYS:** Closings may or may not coincide with area Public School closings. In the event of severely inclement weather, contact your teacher directly if there is a lesson change needed.

## PLEASE NOTE THAT ALL LESSONS ARE CONTRACTED WITH HAMLIN MUSIC ACADEMY:

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.

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