

## REGISTRATION & PAYMENTS

### Registration Fee

There is a registration fee of \$55 paid at the time of any registration for all students per school year (Sept-June) that covers administrative costs, and a portion of the costs of events & concerts. This cost includes registration procedures, attendance stickers in applicable classes, recital awards, gifts, and recital admission. **Registration fee and Concert Fee are non-refundable if class has commenced.** This registration fee is non-refundable after September 1<sup>st</sup> (Fall semester) or January 30<sup>th</sup> (Winter semester)

### Transfer Fee

A \$20.00 transfer fee and 2-class notice is required when a student is transferring to a new lesson/day/time/instructor after September 30<sup>th</sup> for student starting in fall semester and after March 1<sup>st</sup> for students starting in the winter semester.

### NSF Checks

There will be a \$20.00 NSF fee one week after the office notifies the client. There will be an additional charge of \$2.50 per day if the late payments are not received after the one week period.

### Interview Fee

A \$20.00 Interview Fee will be charged upon making an appointment. If the student chose to sign up for lessons, this fee will be credited into student account, if not this fee is fully refundable. This fee is non-refundable if the student did not attend the scheduled interview.

### Late Fee

A \$20 late fee will be charged for monthly tuition fee received after the 7<sup>th</sup> of every month. The monthly tuition fee is due on the 1<sup>st</sup> of every month.

### Instructional Time Agreement – GROUP

I understand all Yamaha group classes are 45-minutes. Musica Academy will elevate the need to extend instructional time to 55 minutes depending on class size, and instructors' recommendation.

## MAKE UP & WITHDRAWAL

### Make Up Classes (for Private Classes)

Private students are required to provide 24-hour notice to be eligible for make-up classes. Make-ups must be taken during your current semester. No make ups for last minute cancellation on the same day of lesson.

**(Max 2 per semester. Max 4 per year.)**

**Group lessons are not eligible for made up classes.** Parent may contact their instructor to inquire on the homework given for the class they missed via phone call or email.

### Practice Coach

Students struggling in class, may book 30-minute session with our Practice Coach for individual coaching. All of our practice coaches are Musica Yamaha senior level group students and have been studying music with us for over 5 years.

### Withdrawal and Cancellation Policy

Students need to provide a **minimum 4-class written notice for cancellation once classes have commenced.** Remaining tuition fees will be refunded after the 4-class notice.

**There will be NO refund after December 1<sup>st</sup> for full year students or after March 1<sup>st</sup> for half year students. Students who pay by installments or monthly are still required to pay any outstanding fees including 4-class notice regardless he or she attends the remaining 4-class.**

## REBATES AND DISCOUNTS

### Referral Fee

If you recommend a friend to our school, Musica Academy will reward you with a credit for tuition. Your friend will have to register for a minimum of 1 semester. All credits will be issued in February. **Your friend will need to mention the Student Name when registering.**

### Yamaha Instrument Rebate

Registered Musica Academy GROUP students are eligible for an instrument rebate from Yamaha Canada **when they purchase a Yamaha brand instrument during their study at Musica Academy. Please contact admin for details.**

## TERMS & CONDITIONS

### Copyright/ Media Policy

Musica Academy reserves the right to use any photos, videos, or the like for publicity and marketing of the school.

### Suspension of students:

Yamaha Music School reserves the right to suspend students for non-payment of tuition or inappropriate conduct.

### Cancellation of instruction:

Yamaha Music School reserves the right to withdraw any course or level of instruction, or to change an instructor of any lesson, or to close any Music Centre location at any time without notice or liability other than to refund tuition fees received for lessons cancelled due to such withdrawal or closing.