

Musica Academy Policy Form

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 1st(Fall semester) or January 30th(Winter semester)

Transfer Fee

A \$35.00 transfer fee and 2-class notice period are required when a student is transferring to a new lesson/day/time/instructor after September 30th for students starting in fall semester and after March 1st for students starting in the winter semester.

NSF Checks

There will be a \$35.00 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.

Late Fee

A \$35 late fee will be charged for monthly tuition fees received after the 7th of every month. The monthly tuition fee is due on the 1st of every month.

Instructional Time Agreement

Group Classes are planned for In-Person, unless dictated by AHS to stop operation due to Covid-19. At that time, all classes will be transferred online. All Yamaha group classes are 45-minutes, and 55-minutes for classes of 7+ students. Private lessons are available Online & In-person. Online students will be required to provide scanned copies of their music to their teacher prior to their lesson.

MAKE UP & WITHDRAWAL

Missed Classes (Private Lessons)

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 1 for 10 weeks, Max 2 for 18 weeks, Max 4 for 36 weeks.)**

Missed Classes (Group Lessons are NOT eligible for makeup)

Parents may contact their instructor to inquire on the homework given for the class they missed via phone or email, and may request to join the class remotely via a communications platform (e.g. Zoom). *Please note, teachers are not required to add students via online format, only when feasible.* Class cancellation by teacher due to illness or emergencies will be covered by a substitute for the day's class. If a substitute cannot be provided, a make-up lesson will be scheduled by the teacher. There are no refunds for classes missed due to holidays/vacations. Classes missed due to family emergency or illness will be assessed on a case-by-case basis.

Practice Coach

Students struggling in class may book a 30-45 minute session with a Practice Coach for individual coaching. All of our practice coaches are graduates of Yamaha group classes AND/ OR advanced level students that have been studying music with us for over 5 years.

Withdrawal and Cancellation Policy

All students need to provide a minimum 4-class written notice for cancellation once classes have commenced. Group classes: the remaining tuition fees will be refunded after the 4-class notice, only for withdrawals submitted by *Dec 1st's deadline* (fall registration) & *March 1st's deadline* (winter registration). There will be **NO** refund after December 1st for full year students or after March 1st 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 or remaining classes.

REBATES AND DISCOUNTS

Referral Fee

Recommendations to friends and family are welcomed. 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 **after** registration. **Your friend will need to mention the Student's Name when registering.**

Yamaha Instrument Rebate

Registered Musica Academy GROUP students are eligible for an instrument rebate from Yamaha Canada when they purchase a **NEW Yamaha brand instrument during** their study at Musica Academy. PRIVATE students are eligible only upon purchasing a PianoForte Book in addition to the instrument. **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.

Instruction of Class

Classes are typically in person, but may move to an online format in the case of an unforeseen circumstance or event.

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 canceled due to such withdrawal/closure.

Musica Academy Yamaha Music School 2023-2024

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	S
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26	27	28	29	30		

December '23						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
Su	M	Tu	W	Th	F	S
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28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	S
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25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30
31						

April '24						
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28	29	30				

May '24						
Su	M	Tu	W	Th	F	S
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26	27	28	29	30	31	

June '24						
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23	24	25	26	27	28	29
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July '24						
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21	22	23	24	25	26	27
28	29	30	31			

Aug '24						
Su	M	Tu	W	Th	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

IMPORTANT DATES

Start of Fall Semester : Sept 10 - 16

Start of Winter Semester : January 22 - 28

Last Week of Classes : June 2 - 8

Spring Break : March 25 - April 1

Winter Break : December 22 - January 4