

**NCSA Voice Studio
Policies and Procedures ~ 2012-2013**

Please Initial

Registration:

A non-refundable, annual administration fee of \$25.00 per student, or \$30.00 per family, will be required for each student.

Payment of fees:

Tuition must be paid by automatic bank account debit or automatic credit card payment. Tuition will be charged, debited or check deposited on the 1st day of each month from August – June.

All charges will appear on your bank statement or credit card statement as North County School of Encinitas.

Tuition remains the same whether there are 4 or 5 classes per month.

Tuition also remains the same during the months of studio vacation days.

Tuition is based upon an average of 4 classes per month. July will be an optional month of classes.

- Tuition for 30- minute classes is \$150.00 per month.
- Tuition for 60- minute classes is \$280.00 per month.
- Tuition will be posted on the first day of every month.
- One-month notice is required from the first of the month to discontinue any classes. To withdraw from classes, a parent or adult student must inform the Voice Studio in writing.
- In the event of a withdrawal, the parent, or the adult student, will be responsible for one month of classes after the proper notice has been received, whether this month of classes is used or not. The North County School of the Arts reserves the right to terminate classes for any student without notice. In such a case, a full refund for unused classes will be given.

Missed Classes and Make-up Classes:

- No make-up classes will be given for unexcused absences.
- **Make-up classes will be limited to two per semester.**
- **Make-up classes must occur in the semester that the class was missed. There will be no carryover classes.**
 - First semester: August 20th, 2012 through December 31, 2012.
 - Second Semester: January 1, 2013 through June 30, 2013.
 - July is an optional month of instruction.
- No refunds or credits will be given for missed classes. (School activities such as field trips, band trips, sport events or games, etc. do not qualify for make-up classes.)
- There will be **no classes** on the following days: **October 3, 4, 5, 6th, November 19-24th, Dec. 24th through Jan. 1st, April 1st – 6th and Memorial Day: May 27th** (Note: Due to the presence of five-week months, students receive 3-4 additional lessons during the year.)

Parent's Responsibility to be Aware of Dates and Events:

It is the responsibility of the parent or the adult-student to be aware of dates that the Voice Studio is open or closed. All policy forms can be viewed at any time on our website. It is also the responsibility of the parents or adult students to inform the North County School of the Arts of any address, e-mail, or phone number changes.

Injuries

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury or sickness sustained while on the premises as a result of activity conducted by the student before, during or after class time.

Parking and Student Drop-off or Pick-up:

There will be no Drop-offs or Pick-ups, or any temporary parking permitted in or on the driveway. Parking is available on the street. If the student needs to be escorted to and from classes, feel free to park on the street and escort them to and from their class.

General Policies:

- Classes will start and end on time.
- If the student has a cold but is able to attend school, the student's class time will then be spent discussing literature and general musical education. (i.e. Music theory, Music history or discussions of an artistic nature related to their songs.)
- It is the student's responsibility to provide sheet music for their classes.

I have read and understand the above policies and procedures and agree to abide by them.

Students Name (please print)

Signature of Parent, Guardian, or Adult Student

Date
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