

### CLASS CONDUCT & CLASS SUSPENSION:

We teach honor, respect, commitment, bravery, health as well as lots of life skills in our classes. The expectations of our students are to practice when not in class, to ask questions when they are not sure and to keep a good attitude even when not in class. We need to know when they are having trouble in school, issue with grades, homework, etc. This all has an impact on their learning as well as testing and advancements especially in martial arts. We strive for each of them to do good and focus on all daily aspects of life.

There are several reasons a child may be suspended from class: 1.) Delinquent Accounts 2.) Inappropriate conduct. 3.) Destruction of studio or another's property. 4.) Leaving the studio without parental supervision. 5.) Refusing to obey studio rules and/or policies or Instructor's instruction. Once a child is suspended, we will hold his/her spot for 10 days in order to allow time to remedy the situation in a timely manner. If the parents and/or student does not take any action during those 10 days, their place in class will be given to the first person on class waiting list. Reinstatement may occur after this time if the obligations listed below are satisfied. 1. Account must be paid in full including late fees and penalties, 2. Make acceptable apology for improper conduct, if applicable, 3. Pay for any property damage, if applicable. 4. Assure us that this type of behavior will not happen again, 5. Re-enroll and pay registration fee (if over 10 days from suspension).

### WHAT SHOULD I DO IF MY CHILD WANTS TO QUIT?

One way martial arts help to build tenacity is through the commitment you make when you sign up. Allowing your child out of his or her commitments teaches the child how to quit rather than how to overcome challenges. Everyone comes across times when it's hard to stick to their commitments and they need encouragement or sometimes even a push to help them stay motivated. It's easier to stay home and play video games or watch TV then it is to come to class for example, but it's those who are able to overcome that challenge and develop the tenacity to come in and do their best, even on days they don't feel like it who are successful, not only in martial arts, but in all areas of life, achieving any sort of goal requires consistent action toward those goals and the tenacity to never give up, to never quit. *"A black belt is a white belt that never gave up."*

### CLASS WITHDRAW POLICY: (All information on your signed enrollment agreement)

Withdrawal Policy: Teaching students to honor their commitments is vital at this age. Honor is an important life lesson that is taught in martial arts. This is an agreement and when you register for our session and that commitment you receive a discounted tuition rate, therefore we have a 4 month minimum financial commitment and/or early withdrawal penalty. If you wish to withdraw from the program you must complete the withdrawal request form before the 4th month to waive the early withdrawal penalty of \$150.00 per student. After the first day of the 4th month if you wish to withdraw early we do charge an early withdrawal penalty fee of \$150.00 per student. Not showing up for class, and not paying tuition does not withdraw the student or cancel tuition installment payments. You will be responsible for the next installment payment in addition to the early withdrawal penalty if your early withdrawal form is received less than 30 days from next tuition payment.

Please be aware that no prorating or refunds will be issued due to withdrawing from classes. All fees due will be charged to the card on file at the time your notice is received.

\*Please note that any tuition payments paid in full upfront are non-refundable at any time no matter if the student(s) stay in the program or withdrawals early.

**IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT US!**



# NORTHERN ARTS STUDIO

## POLICY & INFORMATION

Welcome to the Cummings Martial Arts Program @ Northern Arts Studio! We would like to take this opportunity to provide you with some important information regarding our classes and studio. Northern Arts has brought some of the best in the business at what they do, what they teach and what they perform. We are pleased to be able to offer martial arts classes to all ages.

**WELCOME TO THE MARTIAL ARTS FAMILY!**

**RESPECT** the training; **HONOR** the commitment;  
**CHERISH** the results!

#### **COMMUNICATION WITH PARENTS:**

The most effective and main form of communication with our office is by text, phone or email. We do not have a staff member in the studio at all times but we answer our emails in a very timely manner. Make absolutely sure that we always have your correct mailing address, phone number and email on file. Important notices, account information, general information will always be sent by email. Please always read emails that are received from Northern Arts as we do not want anyone to miss out on any events or important information. Unless we are specifically asked not to send emails to you, we will add you onto our mailing list. We will send information out by email, text, Facebook and sometimes mass voicemail. We have provided you with a calendar of important dates for this session, mark your calendar with important dates that we will provide you with. We also post a lot of information on Facebook, if you have not please be sure to LIKE us on Facebook! We ask that all parents get involved it helps the student's confidence and progression.

#### **TUITION AND FEES/ENROLLMENT & INCLEMENT WEATHER INFORMATION:**

Our regular annual registration fee is \$50.00; although we reserve the right to discount this fee for specials. Registration fees are non-refundable and non-transferrable. Registration fees are effective for one school year and may be revoked if child is suspended from class. Monthly tuitions must be paid each month using one of our two payment plans. All monthly tuition payments will have a \$3.00 service fee added per payment. Accounts will be listed with child's name and the person that is financially responsible for their account. Please always make sure that we have the most up to date information for billing address, phone numbers, email addresses. If someone other than the parents are responsible for paying tuition please make sure we have all the correct billing information so that there are no late fee(s), or suspensions. If you need to complete a new draft form due to payment info change the forms are online with the link provided when you registered.

All classes tuition prices are not based on a weekly basis, it is based on specific number of classes spread out during a 9-month period. Holidays and breaks are already taken into consideration. We already allow for up to 2 missed classes for weather related events, therefore if no classes have to be canceled due to weather then you have received 2 classes free of charge. As a convenience, the total tuition is divided into 10 monthly payments so that every month is a consistent price so budgeting can be easier for parents.

All classes are scheduled one time weekly for the school year. You may elect to register for more than one class a week. Students are expected to attend class each week and participate in the full class term, this is important for students' progress. We do not refund or pro-rate tuition for missed classes. You can make up a missed class by attending another class during the week but the missed class must be made up within 2 weeks unless other arrangements are approved by your instructor. There will be a \$35.00 charge for all returned checks. If you have had any account problems such as but not limited to late payments, returned payments, stop payments, declined cards, etc., we reserve the right to request 1-month security deposit. Accounts that have a past due balance will be charged a late fee of \$15.00 (this is any account that has not paid by the 5<sup>th</sup> day of the month.) .

If a child becomes hurt or ill and unable to participate in class for a long period of time but would like to save their spot, tuition will still be due each month. Child is still eligible to come to class and observe if they would like and should still be able to participate in some exercises. Doctor's notes are required. If a child needs to take a break from class due to sports season, their tuition must be paid in full to hold their spot and no refunds given. If tuition payment lapse, upon returning you must pay the penalty month for withdrawing and re-register the child again and pay registration fee.

[www.northernartskarate.com](http://www.northernartskarate.com)

#### **EZ TEXTING:**

We try to make sure that everyone is aware of any class cancellations due to weather, holiday, etc. EZ Texting is a text-based program that will send out information to you via text message. The cell phone number provided to us will be added to our text program. The parent/guardian that registers the student will be the ones that are added to this program. If both parents wish to be added please let us know.

#### **UNIFORM POLICY:**

All students are required to have a CMA T-shirt, Black Karate Pants and Black Karate GI. Uniforms required for class will include CMA T-shirt and Black Karate pants and their belt. The Black Karate Gi is only required at Belt testing, belt ceremony and our tournament. All students must have their own headgear. Students holding rank of blue belt and up must have gloves. A certain type of headgear or gloves is required. Please ask before purchasing if you do not purchase from us.

#### **PRIVATE LESSONS:**

Private lessons can be scheduled upon request in our martial arts program. Lessons with a black belt instructor are \$100.00 per hour or \$55.00 for 30 minutes. Lesson are paid directly to the instructor by cash or check only. We offer private lessons at certain times prior to upcoming events but you can request one at any time.

#### **BEST WAY TO CONTACT US:**

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##### **PHONE OR EMAIL**

We do have someone that answers or phone except during class hours. Our phone number: 336-681-3255 or you may email us at: [info@northernartsstudio.com](mailto:info@northernartsstudio.com)

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##### **FACEBOOK**

We are on FACEBOOK! We post a lot of information on our Facebook page and ask that all students and/or parents to "LIKE" our page to make sure you do not miss any news!

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##### **TEXT PROGRAM**

Our studio uses EZ Texting to stay in contact with students and parents! Anyone that registers will be entered into our text program unless asked not to be. You can contact us anytime through this program.

**SEE OUR SCHOOL CALENDAR FOR CLASS BREAKS AND CLOSINGS. PROGRAMS EVENTS SUCH AS KARATE TOURNAMENT, BELT TESTING & CEREMONY, ETC ARE ON OUR WEB LINK FOR PARENTS.**