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NORCAL Music & Arts Center

(NCMAC)

Copy of Studio Policies for your Reference

TUITION POLICIES:

1. A one-time **non-refundable** $45 registration fee is required for all new students admitted to NCMAC. Registration fee will no longer be valid once student drops from NCMAC.
2. NCMAC will email tuition invoices to students/parents on the 15th day of every month for the following month tuition. Students must have a credit card or e-check information on file. Tuition will automatically be deducted on the 1st of every month.
3. Any fees from returned checks/canceled transactions imposed upon NCMAC from any associated banks will be charged to your account.

Late fees: $10 if payment is received after the 1st day, and $25 if tuition is received after the 15th (No Exceptions) will be applied on the following:

* + Each Declined Debit Card or Credit Card Transaction and it is not resolved by the 2nd day or 15h day

Late fees should be paid either during current month or included in the following month’s tuition.

ATTENDANCE POLICIES:

Please be advised that the number one key to learning is consistency in your child’s attendance to their classes. These policies will help your child succeed. Please also note that these policies are in place as a courtesy to our teachers. Our teachers have busy schedules and some travel a far distance and we would like to be very respectful of their time.

1. NCMAC allows four excused absences per academic year (September 1-May 31) with at least 24-hours advanced notice (more notice is recommended and appreciated). Cancellations beyond the four allowable absences will not be rescheduled and will be charged. Unscheduled make up lessons will expire 60 days from the day of absence.
2. In cases of emergencies (such as extreme illness, death in the family or car accident) when a student is unable to give advance notice, NCMAC will allow two emergency absences during the school year only (excludes summer). Same day call is required, otherwise, it will be considered a missed lesson. Any late notice absence beyond the two emergency absences will not be made up and will be charged, regardless of circumstance. Unscheduled make up lessons will expire 60 days from the day of absence.
3. No Show / No Notice will not be considered for make ups. Please do not schedule other activities (hospital/doctor appointments, sports, etc.) on the lesson day schedule.
4. NCMAC allows 4 vacation absences which are unbilled with no make up lessons required for SUMMER BREAK ONLY (June 1 to August 31). Additional absences during long vacations will be charged and made up. Payment will be due on the 1st or prior to leaving for vacation if unable to make payment while away. Any student who misses more than the four allowable unpaid absences consecutively without making make up arrangements or paying tuition will not be guaranteed to keep their reserved lesson time slot as it will become available to other students.
5. Students are expected to keep their agreed schedule. NCMAC will allow only one permanent schedule change per school year. Rescheduling will be provided upon the discretion of the teacher and availability of requested schedule change. Students must have a legitimate reason for the schedule change.
6. Should a teacher need to be absent or become unavailable, make up lessons will be arranged or a substitute teacher will be provided for the student. In case of a teacher emergency (same day notice of teacher unavailability), the student may schedule a make-up lesson OR opt to be credited back tuition for the missed day. Make up lessons due to teacher absences do not expire.
7. Once make up lessons are scheduled, they can no longer be rescheduled (no make up for make ups). This includes make up lessons due to teacher absences.
8. No credits or make-up lessons will be given for students who miss any of the group, chamber, music, orchestra and art classes.
9. Students must show up to their lessons on time. Teachers are not responsible to make up for the lost time.
10. NCMAC observes the following holidays:

* Memorial Day
* Independence Day (July 4th)
* Labor Day
* Thanksgiving Day & Friday After Thanksgiving. Lessons will be rescheduled on these days.

1. NCMAC will be closed December 24 – January 1 and the week of the 4th of July (exact dates will be announced). Classes are not in session during these Holidays. Tuition will be automatically adjusted to the number of classes in session during the month of December/January and July. No make-up lessons needed.

WITHDRAWAL POLICY:

1. Students remain registered until NCMAC is officially notified via submitting our official Withdrawal Form. Students must submit the withdrawal form at least 30 days in advanced if they decide to discontinue their lessons.
2. Any remaining make up lessons need to be completed before the last lesson.

LIABILITY AND CONSENT

1. NCMAC is not responsible for any bodily harm, injury, or death resulting from any activities during lessons or activities. I hereby release NCMAC and its agents and employees from all liability for injuries sustained or illnesses contracted while attending or participating in any NCMAC lessons, activities or programs.
2. Student is physically fit and able to participate in any activity.
3. I give permission to NCMAC to send me emails regarding billing, reminders, announcements, etc. Only emails pertaining to subjects and activities relating to NCMAC will be sent.

(Option marked on original registration form)

1. I give permission to NCMAC to use photos or videos of my child to be posted on the NCMAC website, social media, and posted on the school bulletin board for purposes of instruction or advertising. NCMAC will not post the full name or any personal information of students on the website or social media.

(Option marked on original registration form)