

Columbus Music and Art Academy Policies and Procedures

The following are Columbus Music and Art Academy's ("Academy") Policies and Procedures related to enrollment in its choir, music theory and art classes. By submitting an application to enroll a student in any of the Academy's classes, you agree to these Policies and Procedures.

I. Student Membership and Responsibilities

- A. Student Commitment; Attendance – Students are expected to remain active and committed to the classes in which they enroll for the entire term (see the academy calendar at <http://cmaacademy.org/schedule.htm>). Punctual attendance of all music theory and art classes is required by students enrolled in such classes. Punctual attendance of all choir practices, dress rehearsals and performances is required by students enrolled in a choir. The Academy will post class schedules on its website – www.cmaacademy.org – prior to the start of the first class and will provide choristers with information containing the details of each dress rehearsal and performance such as call times, uniform dress, and directions prior to each event by email.
- B. Excused Absence from Music Theory and Art Classes – Music theory and art students may be excused from scheduled classes for legitimate conflicts by reporting the conflict to their instructor prior to the start of the class.
- C. Excused Absence from Choir Practices, Dress Rehearsals and Performances – Choristers must submit a written schedule of conflicts, if any, to the Choir Director at the beginning of the term. In addition, last-minute conflicts must be reported to the Choir Director via email or by telephone at 614-309-2546. Failure to attend a dress rehearsal for any reason may result in the student not being permitted to sing in the corresponding performance as determined by the Choir Director in her sole discretion. As provided in Section IV(C) below, the Academy reserves the right to terminate a chorister's enrollment in the Academy if he or she misses one or more dress rehearsals or choir performances without first being excused by the Choir Director.

II. Tuition, Discounts, and Credits

- A. Tuition – Tuition is calculated based on the Tuition Schedule located at <http://www.cmaacademy.org/schedule.htm>, as it may be updated on the Academy's website from time to time. For students that enroll after the beginning of the term, the tuition will be prorated based on the percentage of the term that remains at the time of the student's enrollment.
- B. Payment Options – Tuition must be paid in full by the due date shown on the invoice unless the parent selected a 2-monthly payments plan. Tuition can be paid by a check or bank transfer. Additional 4% fee is charged for payments by a credit card. Additional \$20 fee will be applied if tuition is paid in 2 monthly payments. The first payment is due by the first Saturday after the invoice was sent and the second payment is due in a month after the first payment.
- C. Tuition Discounts and Credits – The Academy offers the following tuition discounts and credits. Any tuition discounts and credits for which a student is eligible will be applied to the student's tuition account and will be reflected on a tuition invoice that the student will receive prior to the date on which the remaining tuition balance is due.

1. Multiple Classes Discount – A student who enrolls in a choir and an art class will receive a 10% discount on the tuition for the choir. Only choir classes are eligible for the tuition discount and such discount will not be applied to tuition for other classes. This discount may not be combined with Siblings discount or Discount for families in need.
2. Siblings Discount – If two or more students from one family are enrolled in the choir, the second sibling receives 10% choir discount and each additional sibling receives 50% choir tuition. Only choir classes are eligible for the tuition discount and such discount will not be applied to tuition for other classes. This discount may not be combined with Multiple classes discount or Discount for families in need.
3. Discount for Families in Need – Families eligible for food stamp assistance will receive a 20% discount off the choir tuition. A letter from ODJFS is required for verification of eligibility. Only choir classes are eligible for the tuition discount and such discount will not be applied to tuition for other classes. This discount may not be combined with Multiple classes discount and Siblings discount.
4. Discretionary Scholarships for Vocalise Choir Juniors and Seniors – High school members of the Vocalise Choirs may receive a partial merit-based scholarship which will be applied to choir tuition. Such merit-based scholarships are granted in the sole discretion of the Choir Director.
5. Early Registration Discount – Students who fill out the online application form and pay \$100 nonrefundable reservation fee by the last day of the school will receive a \$10 discount off the tuition. This discount applies only to choir and art classes. A student can claim only one early registration discount per school year.
6. Early Payment Discount – Students who register and pay full tuition by the first day of classes at Columbus Music and Art Academy will receive a \$10 discount off the tuition. Only choir and art classes are eligible for the discount and such discount will not be applied to tuition for other classes. A student can claim only one early payment discount per school year.
7. Choir Referral Credit – A student will receive a referral credit of \$25 toward tuition for each referral that results in an enrollment of a new student to the choir. The credit will be credited to the student's tuition account to be applied to future tuition or fees. The student will forfeit the referral credit(s) that were not used during the course of the year if he or she does not enroll in at least one class for the following school year. Referral credits are not redeemable for cash.

III. Fees

- A. New Student Administrative Fee – All new students enrolling in the Academy for the first time are required to pay a nonrefundable \$20 administrative fee at the time they submit their New Student Application Form. This fee covers the administrative cost of enrolling the new student in classes, including, but not limited to, the costs of setting up a file for the new student. The

\$20 administrative fee is not refundable under any circumstances and is in addition to the tuition for the class(es) in which the student enrolls.

- B. Nonrefundable Reservation Fee – All students are required to pay a nonrefundable reservation fee of \$100 at the time they submit their Application Form to reserve a spot in the class(es) in which the student enrolls. The \$100 reservation fee is not refundable under any circumstances, will be credited to the student’s tuition balance, and will be reflected on a tuition invoice that the student will receive prior to the date on which the remaining tuition balance is due.
- C. Late Payment Fee – A \$20 late fee will be assessed if a tuition payment is not paid by the due date.
- D. Payment Plan Fees – For an additional \$10 fee, a student may elect to pay his or her tuition in two equal monthly installments. For an additional \$20 fee, a student may elect to pay his or her tuition in three equal monthly installments.
- E. Returned Check Fee – A \$25.00 service fee will be assessed for all returned checks, plus any bank service charges incurred by the Academy due to the returned check.
- F. Miscellaneous Fees – Additional fees may be imposed for choir tours, uniforms and special events, including, but not necessarily limited to, the cost of a choir T-shirt which must be purchased by all choir students, and the cost of a choir uniform for all students who are members of the Shallow and/or Chamber Choir. These fees will be announced prior to the date on which they must be paid.

IV. Withdrawal, Termination and Refund Policies

- A. Withdrawal by Student Prior to Start of Term – Prior to the start of the term, a student or his or her parent/guardian may terminate the student’s enrollment in the Academy for any reason by providing it with written notice of their desire to withdrawal from the Academy. In such a case, the student and parent/guardian will forfeit the \$20 nonrefundable administrative fee (if applicable) and the nonrefundable \$100 reservation fee. The Academy will refund any amounts paid in excess of the \$20 nonrefundable administrative fee (if applicable) and the nonrefundable \$100 reservation fee within 30 days of its receipt of the notice of withdrawal.
- B. Withdrawal by Student Following Start of Term – Following the start of the term, a student or his or her parent/guardian may only terminate the student’s enrollment in the Academy (1) due to a documented health condition that prevents the student’s continued participation in the Academy, or (2) due to his or her family moving outside of the Central Ohio area (which, for purposes of these Policies and Procedures, means Franklin County and the contiguous counties) by providing it with written notice of their desire to withdrawal from the Academy along with documentation of the health condition or move. In such a case, the student and parent/guardian will forfeit the \$20 nonrefundable administrative fee (if applicable) and nonrefundable \$100 reservation fee. The Academy will refund a prorated amount (based on the percentage of the term that remains at the time of withdrawal) of the amount paid in excess of the \$20 nonrefundable administrative fee (if applicable) and the nonrefundable \$100 reservation fee within 30 days of its receipt of the notice of withdrawal. A student or parent/guardian who withdrawals from enrollment in the Academy after the start of the term for any other reason will not be eligible for a refund of any amounts previously paid, and any tuition and fees that remain outstanding will remain due and owing to the Academy.

- C. Termination by the Academy – The Academy may terminate the enrollment of the student if (1) any tuition or fees are not paid within 30 days of the due date; (2) a chorister misses one or more dress rehearsals or choir performances without first being excused by the Choir Director; and/or (3) the student engages in improper behavior, which, in the opinion of the Academy, disrupts a class, dress rehearsal, or choir performance. If the Academy must terminate this Agreement for one or more of the above reasons, the student and parent/guardian will not be eligible to receive a refund of any tuition or fees paid, and any tuition and fees that remain outstanding on the date of the termination will remain due and owing to the Academy.