



Student's Name \_\_\_\_\_

## Anna Poklewski Academy of Music (APAM) SCHOOL POLICY

### Legal Right Waiver

1. For students under the age of 18 at time of enrollment:
  - a. Parents, or legal guardians, hereby expressly assume full responsibility for the safety of the student inside and outside the Anna Poklewski Academy of Music, LLC (APAM) facility, including but not limited to bodily injury, wrongful death and property damage, whether caused by the negligence of APAM, APAM's employees, teachers, or otherwise.
  - b. Parents, or legal guardians, hereby expressly agree to indemnify, save and hold harmless APAM, APAM's employees or teachers from any loss, liability, damage or cost sustained by the student that may occur inside and outside the APAM facility whether caused by the negligence of APAM, APAM's employees, teachers, or otherwise.
2. For students age of 18 or older at time of enrollment:
  - a. Student hereby expressly assumes full responsibility for his/her own safety inside and outside the APAM facility, including but not limited to bodily injury, wrongful death and property damage, whether caused by the negligence of APAM, APAM's employees, teachers, or otherwise.
  - b. Student hereby expressly agrees to indemnify, save and hold harmless APAM, APAM's employees or teachers from any loss, liability, damage or cost sustained by the student that may occur inside and outside the APAM facility whether caused by the negligence of APAM, APAM's employees, teachers, or otherwise.

### General Safety

1. Student under the age of 18 must be accompanied inside APAM facility and must be picked up from inside the APAM facility by an adult. They may not leave APAM facility without his/her parent or legal guardian.
2. Student under the age of 11 must be supervised in the waiting area until his/her lesson begins.
3. Parents or legal guardians assume responsibility to notify APAM if the student will be picked up by someone else.
4. To protect the health of teachers and other students, students are advised not to come to their lesson if they are ill.

### Registration and Tuition

1. A \$100 registration fee is required to enroll or re-enroll a student and before the student begins taking any lessons.
2. **Tuition is for the 10-month academic year from August 1 through May 31. Tuition may be paid in advance or in equal monthly installments** which are billed on the 1st of each month and must be paid by the 15<sup>th</sup> of that month. This academic period includes four scheduled lesson breaks, as follows:
  - One (1) week Spring - *This is typically in April with dates announced at the beginning of each academic year.*
  - One (1) day Memorial Day - *Typically a Monday at the end of May.*
  - One (1) week Thanksgiving - *This is the full week during which Thanksgiving occurs.*
  - Two (2) weeks Winter Holiday - *Typically this is the last week of December and the first week of January.*
3. Tuition does not include any required lesson materials (e.g., music books, instrument rentals, metronomes, etc.).
4. Parents with more than one child at APAM are eligible for a sibling discount of \$10 per child per month.
5. Students taking lessons on two different instruments or an instrument and voice qualify for a discount of \$10 mo.

### Billing and Payment

1. Tuition installments and other fees, except late fees, are billed electronically the first week of the month.
2. Monthly bills must be paid by the 15th of each month. Acceptable forms of payments are personal check, cashier's check, money order, cash, PayPal and Zelle. Note: the APAM receptionist does not carry change.
3. Payments received the 16th through the 25th will incur a **\$10 late fee**. Payments received after the 25th will incur a **\$20 late fee**. Late fees must be paid immediately.

Parent's Initial: \_\_\_\_\_

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4. Postmark date will be used as the payment date for payments sent via mail. Post-dated checks are not accepted.
5. Student's enrollment will be automatically terminated if bills are not paid within one month. Any outstanding balance will need to be paid in full on the 15th day of the month after the enrollment is terminated. Any outstanding balance that is not paid by the 15th day of the month after the enrollment is terminated will be forwarded to a collection agency.
6. A \$25 fee will be charged for returned checks or checks with insufficient funds.

## Lesson Days and Times

1. The lesson day and time are determined and assigned by APAM. Changing a lesson day and time is only an option if the teacher agrees to it and the teacher is available.

## Absences and Make-Up Lessons

1. To qualify for a make-up lesson, students (or their parents) must notify APAM by phone or email by **7:00 p.m.** local time **one day prior to the lesson day** for any planned or unplanned absence including illness, vacation, etc.
2. Make-up lessons may be requested and scheduled only for an excused absence (to be scheduled in addition to the regular, assigned lesson time). Scheduled week-long school breaks do not qualify for make-up lessons.
3. In the case of last-minute student illness or a family emergency, the student may opt for a virtual lesson rather than an in-person lesson. However, if the student has not notified the school of the absence by 7:00 p.m. the day before and a virtual lesson is not chosen instead of the in-person lesson, no make-up lesson is allowed.
4. Students are allowed a maximum of five (5) make-up lessons in an academic year.
5. **Tuition for excused and unexcused absences will not be reimbursed or credited.**
6. APAM, at its sole discretion, may grant a make-up lesson with the same or a different teacher. Student may choose to accept or reject the granted make-up lesson.
7. APAM teachers are not required to disclose their vacation time, an illness, or absence to their students, as they are part of the APAM academic team. Administrators will provide the appropriate substitutes for any teachers who are unavailable for their regular lessons.

## Summer Tuition Policy (June 1 through July 31)

1. Summer tuition is paid per lesson rather than by a flat monthly installment or fee.
2. To maintain active enrollment at APAM and keep a lesson spot and teacher, a student must take a minimum of four total lessons during June and July.
3. A student is eligible for a discounted rate if taking 10 or more lessons during the summer period.
4. Student may choose not to enroll in the summer program. In such case, APAM will automatically terminate student's enrollment, and student may re-enroll as a new student on a later date and pay the registration fee as a new student. APAM does not guarantee that student will be assigned to the same teacher and/or time.

## Lesson Withdrawal

1. If a student needs to withdraw his/her enrollment at APAM, he/she is required to submit a written notification at least 30 days before the next billing cycle (before the first of the month).
2. The student is responsible for paying the full monthly tuitions before withdrawal date. If possible, the student should plan to withdraw with the last lesson of the month. If the student needs to leave before the end of the month (e.g., the 15<sup>th</sup>), the student must still pay for the full month of lessons.
3. After withdrawing, a student may re-enroll as a new student at a later date and pay a new registration fee.
4. There is no temporary withdrawal during the academic year.

## Disclosure

Anna Poklewski Academy of Music reserves the right to change this policy at any time with or without any advanced notice.

I have read and agree to abide by these policies.

Parent's signature and date: \_\_\_\_\_