

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 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 session begins.
3. Parents or legal guardians assume responsibility to notify APAM if Student will be picked up by someone else.
4. To protect the health of teachers and other students, Student is advised not to come if he/she is ill.

Registration & Tuition

1. \$75 registration fee is required to enroll and before taking any lessons.
2. Tuition amount depends on the type and length of lessons, which will be determined at time of registration.
3. Tuition does not include any materials.

Billing

1. Tuition and other fees, except late fees, will be billed monthly and payable at the beginning of the month. Late fees will need to be paid immediately.
2. Monthly bills will be available in the first week of the month. **Parents or legal guardians or students are responsible for getting their bills every month from the teacher or receptionist. We do not send out reminders.**
3. Monthly bills must be paid by the 15th of each month.
4. 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.
5. Postmark date will be used as payment date for payments sent via mail.
6. Student's enrollment will be automatically terminated if bills are not paid within 2 (two) consecutive months. 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.

Payment

1. Acceptable forms of payments are: Personal check, cashier's check, money order and cash. **Receptionist does not carry change.**
2. A \$25 fee will be charged for returned checks or checks with insufficient funds.
3. Post-dated checks are not accepted.

Absences

1. **Student is allowed to have up to 3 excused absence per school year.** School year starts on September 1st and ends on June 30th.
2. To qualify for excused absence, APAM must be notified via phone or email by 8PM local time one day prior to the lesson day.
3. Unless a make-up lesson is granted and accepted by Student, tuition for excused absence will be credited in the next billing cycle.
4. If the 3 excused absence per school year have been reached, any additional absence for ANY REASON, including but not limited to illness and family emergency, and with or without any advanced notice to APAM is not allowed and the tuition will be charged at the regular rate.

Make-up Lessons

1. Make-up lesson may be requested in case of excused absence only in addition to regularly scheduled lessons. Unexcused absence does not qualify for a make-up lesson.
2. Requested make-up lessons must be made within two (2) weeks of excused absence.
3. APAM at its sole discretion may grant a make-up lesson with the same or different teacher. Student may choose to accept or reject the granted make-up lesson.

Summer Tuition Policy (July 1st through August 31st)

1. To keep active enrollment, Student must enroll in the Summer Program. The Summer Program consists of lessons taking place between July 1st and August 31st ("Summer Period").
2. To enroll in the Summer Program, Student must prepay a minimum of 4 lessons at the regular rate **by June 15th**. Student may be eligible for a discounted rate if prepaying for 10 or more lessons during Summer Period by June 15th.
3. In case of Student taking more lessons than the number of lessons paid by June 15th, the tuition for additional lessons will be charged at the regular rate and is due by the 15th of the month when the 1st additional lesson is taken.
4. **There is no refund given for any absences during Summer Period** except for additional lessons beyond the number of lessons prepaid by June 15th in which the regular absence policy applies.
5. Lessons during the Summer Period may be given by a different teacher and/or may be in the form of intensive or theory lessons. Details of Summer Program will be made available prior to the Summer Period.
6. Student may choose not to enroll in 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 registration fee. APAM does not guarantee that Student will be assigned to the same teacher and/or time.

Lesson Withdrawal

1. A 30-day advanced written notification is required if Student wishes to withdraw his/her enrollment.
2. Student is responsible to pay tuition for lessons occurring in the next 30 days if APAM is informed of Student's withdrawal less than 30 days prior to the last lesson.
3. Student may re-enroll as a new student on a later date and pay registration fee. There is no temporary withdrawal.

Disclosures

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