



Welcome Students!

Preparedness plan

Richland Academy of the Arts wants to assure our valued students, parents, faculty and staff of the precautions set in place for a safe, healthy, and successful path forward through this unprecedented time. Our preparedness plan can be found on our website, www.richlandacademy.com.

How does registration work?

- You can register online on our website: richlandacademy.com, or over the phone: 419-522-8224
- New music students register for a 4-week trial, and once the trial lessons have been used the student will automatically be registered for the remainder of the semester.
- We offer three semesters – Fall, Spring, and Summer
 - Fall 2020 Session: September 14, 2020- January 23, 2021 (16 Weeks)
 - Spring 2021 Session: January 25, 2020- May 15, 2021 (16 Weeks)
 - Summer 2021 Session: TBA

What should I do when I come for a Class/Lesson?

- If it is your first lesson, please stop by the front desk to make sure we have all needed information.
- Be to your class/lesson on time!
- Come prepared, always bring the materials you need, and be ready to learn and have fun!

How do I pay for my Class/Lesson?

Tuition can be paid in one of the following ways:

1. One time in full payment
2. Monthly: 8 monthly payments September–April. Please note: Those who elect to participate in the monthly payment plan option will be assessed a monthly payment plan fee of \$5.
 - Fall Semester: 4 monthly payments (September- December)
 - Spring Semester: 4 monthly payments (January- April)
3. Auto-pay – A 2% convenience fee will be added to tuition for auto-pay. Ask the front desk for more information on how to sign up for auto-pay!

Auto-Pay Dates

November 16, December 14, January 25, February 22, March 22, April 19

- Tuition Assistance and Merit Scholarships are available, please ask for more information!
- Students will be charged a \$10 materials fee per semester when applicable
- 4 week trials for new students are paid in full up front

Payment Policies

A student will not be listed on the class roster until the first monthly payment has been paid-in-full

- Payment must be received on or before the due date.
- All accounts that are not current are subject to a late fee of \$15.
- Tuition for the previous semester must be paid-in-full before a student may register for the next term.
- Richland Academy reserves the right to cancel a class with insufficient enrollment. You will be notified and may transfer to another class or receive a full refund. Your refund check will be mailed approximately 30 days after notification.
- Returned checks are subject to a \$30 fee plus bank charges.

Attendance

Whether you are a new or a long-term music student at the Academy, here is some important information we want you to know!

Please contact your instructor directly or Richland Academy at [419-522-8224](tel:419-522-8224), **Four** hours prior to your lesson to notify us of an absence. If the front desk is busy, please leave a message!

Attendance Policy

The Academy cannot make up class lessons or refund tuition for classes missed by the student. Classes missed by the teacher will be rescheduled, refunded, or credited to the student's account.

What if I Can't Make it to a Private Music Lesson?

Students must notify the Academy **and** your music instructor if unable to attend a scheduled lesson **NO LATER THAN 4 hours prior to the scheduled lesson**. We understand that uncontrollable circumstances happen, but please be courteous to your teachers. If notified less than 4 hours prior, or if there is no warning and the student does not attend, an unexcused absence will be recorded and you will be responsible for paying for that lesson. In case of an emergency, marking a student unexcused or excused is left up to the discretion of the teacher.

What if I Can't Make a Lesson for my 4 Week Trial?

In order to best manage our instructors' schedules, we ask that you communicate both with your instructor and the front desk regarding any weeks you know you are not available to participate in your regularly scheduled lessons.

Call 419-522-8224 to report absences, if the front desk is busy, please leave a detailed message.

Withdrawals and Refund

Official withdrawals must be made at the Front Desk.

If a student stops coming to class, they will be counted as unexcused, and not eligible for refund until the front desk is notified.

Note: accounts will not be refunded for any unexcused absences.

Any refund amount may be applied toward existing or future balances. You may also request a refund; a refund check will be mailed approximately 30 days after the refund request. If you know you will be absent during the semester, please let us know as soon as possible so your tuition can be adjusted.

Holiday Breaks, Make up Days, and Class Cancellations

-Thanksgiving break: November 25-28

- Christmas break: December 23- January 3

-Spring break: April 2-April 5

-Classes are **ALWAYS** held on President's Day, Martin Luther King Jr. Day, and Columbus Day.

-We are **ALWAYS** closed on Labor Day, Memorial Day, and Independence Day.

-Please refer to the yearly calendar, Facebook, Instagram, or our website: richlandacademy.com for other special closures.

Make up Lessons/ Weeks

Make-up weeks are not counted as part of the semester's total weeks and must be scheduled with the instructor

To make up a lesson, a teacher may extend the length of the preceding or succeeding lessons or schedule another lesson at a mutually convenient time. If a student misses an appointed make-up time, the lesson will not be rescheduled. Students who are marked as unexcused for not notifying the Academy by the above stated time will be charged for the lesson and the lesson will not be made up.

At the end of every semester there will be an extra "make-up week" scheduled. Make-up weeks are designed for excused absences that have been paid for, missed by the instructor or student. These lessons will be scheduled by your instructor and may not be at your regularly scheduled time.

-Fall Semester Makeup Days 2020: November 23-24 & December 21-22

-Spring Semester Makeup Days 2021: May 17-22

Closing Procedures for Richland Academy of the Arts

The safety of all students, faculty, and staff is our primary consideration in determining the closing of RAA should remain open. No other factors supersede the closing decision. If we receive information that weather conditions, or any other risks, pose a significant threat to the safety of our RAA community, we will act appropriately and immediately. Please note, rarely does RAA close due to extreme low temperatures alone.

Parents of our students are capable of preparing themselves and their children for inclement weather and for deciding if weather conditions and their own personal circumstances warrant altering their schedules.

We offer a service for which our students pay directly. Therefore, if we close, we temporarily deny that service to our students. So, if our observations and consultations indicate that conditions do not present an undue threat to the RAA community, we are obliged to provide the service that we have promised to our students. In other words, our goal is to keep RAA open.

Richland Academy of the Arts is open for normal business operations and instructional activities unless indicated otherwise on RAA's home page. Employees and students are expected to exercise judgment regarding their ability to travel safely to RAA when inclement weather is in the area. They are not expected to place travel for work or class attendance above considerations for individual health and safety.

Please note: Richland Academy of the Arts will automatically close if there is a Level 2 or above snow emergency in Richland County by 3:00pm.

If conditions necessitate closure, we will inform local media outlets and every effort will be made to have this information posted on:

- The Richland Academy of the Arts website
- The RAA Facebook
- The RAA Instagram
- Remind: Text @raaupdates to 81010

The official and authoritative source of closure information is the RAA website: richlandacademy.com. If the homepage is down due to power failure or other causes, the RAA Facebook page will be considered the secondary source for an official announcement, but should be verified via another source among those listed above. Local media are helpful and will be notified, but are not the primary source of such information.

I acknowledge that I have read and received
the yearly calendar, cancellation policy, and
payment information:

Parent or Responsible Party: _____ Date: _____