



RICHLAND
ACADEMY
OF THE ARTS

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 at 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 register with the front desk and the instructor for the remaining weeks.
- We offer three semesters – Fall, Spring, and Summer
 - Fall 2021** Session: September 7, 2021- January 10, 2022 (16 Weeks)
 - Spring 2022** Session: January 24, 2022- May 16, 2022 (16 Weeks)
 - Summer 2022** Session: June 6, 2022 - August 8, 2022 (10 Weeks)

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 on time to your class/lesson!
- 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 either at the front desk or online.
- 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)
 - Summer Semester: 3 monthly payments (June-August) **Payment Due Dates: 6/6, 7/5, and 8/1/22.**
- 3. Auto-Pay** – Automatic payments will be processed using your card on file on the following dates: **6/6, 7/5, and 8/1/22.** for as many months as your class covers. Customers who elect to participate in Auto-Pay will be assessed a 2% convenience fee. Ask the front desk for more information on how to sign-up for Auto-Pay.

Payment Policies

The first payment must be made by the first day of class/lesson to be registered in the class

- Tuition Assistance and Merit Scholarships are available, please ask for more information!
- **4 week trials for new students are paid in-full up front.**
- Payment must be received on or before the due date.

- All late payments will be assessed a \$15 fee.
- Students will be charged a \$10 materials fee per semester when applicable
- 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 Policy

For Dance, Theatre, Kenpo, Music Classes and Art: If you need to miss a class for any reason, please contact the Front Desk directly (419-522-8224) prior to your class. If the front desk is busy, please leave a message! 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.

For Private Music Lessons: If you need to miss a lesson for any reason, please contact the Front Desk directly (419-522-8224) **AND** your music instructor at least **four hours prior** to your lesson. If the front desk is busy, please leave a message! 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. All excused absences will be made up.

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

Withdrawals and Refunds

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 24-28
- Christmas Break: December 23-January 2
- Spring Break: April 15-April 24
- Summer Break: July 2-July 4

-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 days 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** of prepaid lessons missed by the instructor or student. These lessons will be scheduled by your instructor and may not be at your regularly scheduled time.

Makeup Dates Spring 2022 Semester:

- Monday, May 23rd-Saturday, May 28th (Private Music Lesson Makeup Week)

Closing Procedures for Richland Academy of the Arts

The safety of all students, faculty, and staff is our primary consideration in determining whether RAA should remain open in cases of extreme weather or other occurrences. 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, Facebook, Instagram, or Remind App. 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 3:00 pm.

Where To Find Updates and Important Information

If conditions necessitate closure, this is where you can find updates:

- WEBSITE: www.richlandacademy.com
- Facebook: @richlandacademy
- Instagram: @richlandacademyofthearts
- Remind: Text "@raaupdates" to 81010 to receive texts straight to your phone!

Special Thanks Goes To...



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