



ACADEMY POLICIES

TUITION AND PAYMENT

- Tuition is billed quarterly and is due in full prior to the delivery of the first lesson. Accepted forms of payment include cash, checks, Visa or Mastercard.
- Late payments will incur a late fee of \$35.00.
- If payment cannot be made in full at the start of the term, please speak with Laura Knight to make special arrangements.
- **All payments are non-refundable.**
- A \$35 fee will be assessed for all returned checks.

CANCELLATIONS AND MISSED LESSONS

- Lessons will be made-up for unavoidable family emergency. Non-emergency cancellation, last minute cancellations (less than 24 hours notice), and "no shows" will forfeit their lesson time and will be charged for the full lesson.
- Make-up lessons will be given at the discretion of the teacher.
- Group classes may not be made up.
- Lessons missed by the teacher will be credited for the up-coming term or rescheduled at a mutually convenient time.

CONDUCT

While on Academy premises, students and those accompanying them are expected to treat our facilities and one another with respect.

PUBLICITY CONSENT

Photos, audio and video of students engaged in activities at the Academy, or while representing the school off school premises, may be used in school publications, our website, newspapers, and other such mediums. Your signature constitutes consent and permission by the student and students' parents/legal guardians to use the student's image/name/audio for any advertising, marketing, or publicity. This release is irrevocable.

REFERRAL PROGRAM

Individuals who refer a new student may receive a \$50 credit toward their tuition. The referred student must enroll for and complete a quarter of classes. Credit is applied upon completion of the referred student's quarter. Immediate family referrals are excluded from this offer.

OTHER

We reserve the right to cancel classes due to low enrollment.