

# Winter 2020

## REGISTRATION INFORMATION

### TO ENROLL

- 1) Fill out forms
  - lesson forms
  - registration form
  - signed policy
- 2) Send payment **by check** to N.E.M.A.
  - include student name in memo
- 2) Mail payment and completed forms to:

**New England Music Academy**  
**P.O. Box 707**  
**Westborough, MA 01581**

*Forms received without payment, or payment received without forms are considered incomplete and will not be processed until the office receives both payment and forms.*

### IMPORTANT COVID19 INFORMATION

All classes are delivered through our secure, customized Zoom platform.

When we do return to the classroom  
You will be able to choose to continue remote lessons  
or return to the classroom based on your own comfort level.

*Lesson day and time may change due to low enrollment.*

# NEW STUDENT SCHEDULE Fall 2020

## Please indicate program of interest.

If you are a current student, there is no need to re-enroll. Call the front desk with any questions

### CLASSES

#### PRE- Beginner Music Classes: Ages 4-5

\$275 per student / 45min  
Friday at 4:00

#### Beginner Music Classes: Ages 5-8

\$475 per student / one hour  
Friday at 5:00

#### Beginner Band Program: GRADES 3-6

\$645 per student/ one hour lesson Limit 4 students

INSTRUMENT : \_\_\_\_\_

LEVEL:  Beginner  1 year experience  2 years experience

3 years experience  4 years experience  more than 4 years experience

PREVIOUS PRIVATE STUDY AT? \_\_\_\_\_

\_\_\_\_\_ I need instrument rental information

#### Beginner Strings Program: GRADES 3-6

\$645 per student / one hour Limit 4 students

INSTRUMENT : \_\_\_\_\_

LEVEL:  Beginner  1 year experience  2 years experience

3 years experience  4 years experience  more than 4 years experience

PREVIOUS PRIVATE STUDY AT? \_\_\_\_\_

\_\_\_\_\_ I need instrument rental information

#### Accelerated Piano Program (APP) : GRADES 3- adults

\$645 per student / one hour Limit 4 students

LEVEL:  Beginner  1 year experience  2 years experience

3 years experience  4 years experience  more than 4 years experience

WHAT BOOKS ARE YOU WORKING IN? \_\_\_\_\_ LEVEL? \_\_\_\_\_

PREVIOUS PRIVATE STUDY AT? \_\_\_\_\_

### PRIVATE LESSONS

\$645/30 min.

INSTRUMENT: \_\_\_\_\_

LEVEL:  Beginner  1 year experience  2 years experience

3 years experience  4 years experience  more than 4 years experience

WHAT BOOKS ARE YOU WORKING IN? \_\_\_\_\_ LEVEL? \_\_\_\_\_

PREVIOUS PRIVATE STUDY AT? \_\_\_\_\_

#### AVAILABILITY

Check 3 days you are available for lessons:  Mon.  Tues.  Wed.  Thurs.  Fri.

Check all available times:  early 3:00—6:00  late 6:00—8:00

Photocopy forms for your records before mailing all registration forms with payment by check to  
New England Music Academy, P.O. Box 707, Westborough MA, 01581

## FALL REGISTRATION FORM

Mail this form with class form, signed policy and payment by check to the address above.

<b>CONTACT 1 NAME</b> _____	<b>LAST NAME</b> _____	relationship _____
Street: _____	Apt# _____ City _____	Zip _____
Phone _____	Daily email _____	
<b>CONTACT 2 NAME</b> _____	<b>LAST NAME</b> _____	relationship _____
Street: _____	Apt# _____ City _____	Zip _____
Phone _____	Daily email _____	
<b>STUDENT 1 NAME</b> _____	<b>LAST NAME</b> _____	boy girl _____
Age _____ Birthday ____/____/____	school/preschool attending _____	Current Grade _____
Is remote learning preferred regardless of school opening? ____ YES ____ NO		
Health, allergy or learning issues to be aware of: _____		
Class/Instrument _____	day _____ time _____	teacher _____ start date _____ <b>COST</b> _____
Class/Instrument _____	day _____ time _____	teacher _____ start date _____ <b>COST</b> _____
<i>If you are a NEW PRIVATE STUDENT or PRIVATE STUDENT CHANGING TIMES, leave day, time and teacher blank..</i>		
<b>STUDENT 2 NAME</b> _____	<b>LAST NAME</b> _____	boy girl _____
Age _____ Birthday ____/____/____	school/preschool attending _____	Current Grade _____
Is remote learning preferred regardless of school opening? ____ YES ____ NO		
Health, allergy or learning issues to be aware of: _____		
Class/Instrument _____	day _____ time _____	teacher _____ start date _____ <b>COST</b> _____
Class/Instrument _____	day _____ time _____	teacher _____ start date _____ <b>COST</b> _____
<i>If you are a NEW PRIVATE STUDENT or PRIVATE STUDENT CHANGING TIMES, leave day, time and teacher blank..</i>		
<b>STUDENT 3 NAME</b> _____	<b>LAST NAME</b> _____	boy girl _____
Age _____ Birthday ____/____/____	school/preschool attending _____	Current Grade _____
Is remote learning preferred regardless of school opening? ____ YES ____ NO		
Health, allergy or learning issues to be aware of: _____		
Class/Instrument _____	day _____ time _____	teacher _____ start date _____ <b>COST</b> _____
Class/Instrument _____	day _____ time _____	teacher _____ start date _____ <b>COST</b> _____
<i>If you are a NEW PRIVATE STUDENT or PRIVATE STUDENT CHANGING TIMES, leave day, time and teacher blank..</i>		
		<b>TOTAL COST</b> _____

My signature indicates that I have received, read and understand New England Music Academy policies and accept responsibility for all charges and fees that may be incurred. I allow full use of photographs and videos taken of the above for promotional materials. Permission is also granted for the school to copyright such photographs in its name. Parents, legal guardians of minors and adults waive the right to any legal action for any injury sustained on school property resulting from normal music activities conducted by participants before, during or after class. I understand that the Academy is not responsible for minors left unattended by their parents or guardians.

\_\_\_\_\_  
**PRINT NAME**\_\_\_\_\_  
**Signature**\_\_\_\_\_  
**Date**

# 2020-2021 POLICY

## **EMERGENCY CANCELLATIONS:**

When NEMA has an emergency cancellation, one emergency cancellation per semester will be credited to your account. Additional emergency cancellations beyond our control will not be made up or credited.

## **GENERAL EXPECTATIONS:**

As a courtesy to your teacher, please call the front desk if you are unable to attend your lesson. They will notify your teacher.

Tuition is paid regardless of student attendance.

Late students will be given the remainder of their lesson time.

NEMA reserves the right to provide a substitute teacher without advance notification.

It's your responsibility to stay informed of the academy policies, schedule and events.

Never leave students and/or siblings unattended in the school or building.

Do not allow students to run and play in the building, on the sidewalks or in the parking lot.

## **GROUP LESSON EXPECTATIONS:**

For success on group lessons, students must be able to work cooperatively with parents, teachers and peers. Any continued disruption by one, affects everyone in the group. NEMA reserves the right to ask students to withdraw from group lessons if conditions warrant.

No siblings in classes please. If you are unexpectedly without care for a sibling, please let the office know.

NEMA reserves the right to rescheduled or combine small classes.

## **WITHDRAWAL, CREDITS AND REFUNDS:**

Withdrawals before the first lesson will receive a full refund.

Withdrawals before the 4<sup>th</sup> lesson will receive a refund of unused tuition minus books and materials.

Withdrawals after the 4<sup>th</sup> and before the 9<sup>th</sup> lesson can receive a 50% credit or refund of unused tuition minus books materials.

There are no refunds or credits for withdrawals after the 9<sup>th</sup> lesson.

Tuition credits expire the end of the following semester and are forfeited upon withdrawal.

## **MAKE UPS**

Please see Missed Lesson Policy for a full description of our make-up policy.

## **SUMMER SESSION POLICIES**

Payment is based on 5 lessons, consider your 6th lesson free

No make ups, refunds or credits for missed summer session lessons

## **REGISTRATION AND TUITION:**

Register in person at the front desk.

Tuition payment must be made in full, by cash or personal check, to complete your registration.

Pre-Registration for fall session in May saves you money and secures your preferred lesson day and time next fall.

After pre-registration week, unsecured times will be offered to new students and tuition may increase.

Tuition and fees are subject to change.

## **NONREFUNDABLE FEES:**

\$40 Graduation Year Fee is due with your Beginner 5 Tuition.

\$25 Returned Check Fee

Material fees are covered by your tuition payment and are nonrefundable upon withdrawal

\$45 for Beginner Music Classes / \$25 for Pre-Beginner Music Class, Accelerated Piano Program and private lessons

Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal music activity or any other activity conducted by the students before, during and after class.

With enrollment, NEMA is hereby granted permission to take photographs or videos of the students and families to use for training, or in brochures, websites, social media, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copywrite such photographs in its name.

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**PRINT NAME**

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**Signature**

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**Date**

# **MISSED LESSON POLICY**

## **PRIVATE LESSON STUDENTS**

- As a courtesy to your teacher, please contact the front desk if you must miss a lesson.
- One make up for student absence is pre scheduled at the at the end of each semester. See your calendar for details. If you never miss, this lesson becomes a bonus lesson.
- Students who arrive late will be given the remainder of their lesson time.
- On rare occasions, students may have a substitute teacher.
- When NEMA cancels, one emergency cancellation per semester will be credited to your account if needed. Additional emergency cancellations beyond our control will not be made up or credited.

## **ACCELERATED PIANO PROGRAM (APP)**

## **BEGINNER BAND & BEGINNER STRINGS PROGRAMS**

- You are eligible to attend one of our other APP Beginner Band, Beginner Strings sessions when available. The front desk can work with you to schedule that.
- Most students reschedule once or twice a semester. Excessive rescheduling cannot be accommodated. Make every effort to attend your regularly scheduled classes.
- If you need to switch classes for a season, we can do that when available. The front desk can help you find a new class to join for that season.
- Students who arrive late will be given the remainder of their lesson time.
- On rare occasions, your child may have a substitute teacher.
- When NEMA cancels, one emergency cancellation per semester will be credited to your account if needed. Additional emergency cancellations beyond our control will not be made up or credited.

## **ALL BEGINNER GROUP & PRESCHOOL STUDENTS**

- Contact the office if you must miss your class, you may be able to attend a different class at your same level when available.
- When NEMA cancels, one emergency cancellation per semester will be credited to your account if needed. Additional emergency cancellations beyond our control will not be made up or credited.

## **SUMMER SESSION POLICIES**

- Payment is based on 5 lessons.
- When registered for the whole session your 6<sup>th</sup> lesson free.
- Pro rated lessons forfeit the free lesson.
- No make ups, refunds or credits for missed lessons
- Ice Cream Party and Formal Performance: Students in private lessons, Accelerated Piano Program, Beginner Band, Beginner Strings and Summer Music Series are invited to play in our informal performance and ice cream party.

All tuition credits expire at the end of the following semester.

Extra lessons can be paid for and scheduled at the front desk.

No refunds for missed classes or lessons.

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