

Policies & Procedures

Bennett Academy of the Performing Arts Contract

2020-2021 POLICIES&CONTRACTS-

Please read and sign each section. The contract must have all pages signed in order for you to be considered registered to Bennett Academy Of the Performing Arts.

THERE ARE THREE PAYMENT PLANS:

1. **Monthly-(1st day of the month-)**
2. **Semester (20 weeks)**
3. **Annual (40 Weeks)**

All Monthly and Annual payments are made by Pre- authorized debit/credit card. Auto- debit from bank account and credit card payments are only available for regular auto- charge recurring monthly fees. Personal checks are only accepted if making a yearly Payment in full.

There is annual **\$35 Registration Fee** per student

ONLINE OR STUDIO REGISTRATION INFORMATION: **Online Pre-Registration:** Starting August 1, 2020 please click our Registration link and you will be able to register online. At you or your child's first lesson, the Authorization and Policy forms are to be signed for Monthly students.

In Person/In Studio Registration: Please complete a Registration Form and Credit Card Authorization Form sign, scan and email at:

ONLINE OR STUDIO REGISTRATION INFORMATION: **Online Pre-Registration:** Starting August 1, 2017 please click our Registration link and you will be able to register online. At you or your child's first lesson, the Authorization and Policy forms are to be signed for Monthly students.

In Person/In Studio Registration: Please complete a Registration Form and Credit Card Authorization Form and mail to:

3 Church Street, #663 New Rochelle, NY 10801 • Registration is considered final with:

(a) a receipt of the annual registration fee-(\$35 for each student.) (b) A membership plan has been arranged, and/or(c) The full Semester tuition and or Monthly payment plan installed.

- Private lesson times arranged at registration are considered permanent for the Year. • Students who register after the start of a semester will be charged on a pro-rated basis for the duration of the Semester

Signature _____ **Date** _____

.....
*Group Programs are full year programs - there is no withdrawal after the two week grace period.

2. New Students:

Prospective new students are encouraged to schedule a placement consultation to help advise them in their musical studies. The consultation fee is \$40. Call the Studio to schedule an appointment (914)-661-2143. You can register online or complete a Registration/New Student Info Sheet and bring with you to your appointment (click here to download)

3. Payment Instructions

- Upon registration, registration fee(s) and full year or semester tuitions are due unless the Monthly Payment Plan is arranged.

THERE ARE NO OTHER PAYMENT PLANS

- Check, and cash payments are accepted for full year and semester payments only. Monthly payments must be in our automatic payment system with your credit card information. An annual \$35 per student fee for each new and returning student is due at the time of registration.
- A credit card number must be kept on file for all payment plans. The first payment is due upon registration plus the annual registration
- Payments will be processed between the 1st and 7th day of the month.

Withdrawal and Tuition Refund Policy

- • For Private Lessons-there are no refunds after the two week grace period, and for group classes there are no refunds once the student is officially registered.
- • Partial refunds may be considered for extenuating circumstances such as prolonged illness. • Withdrawal notification must be submitted to the office in writing (mailed letter or email)
- • Failure to attend classes/lessons does not qualify as notification. Failure to notify the office does not release a student from his/her financial obligation. Your credit card on file will be charged. Unexplained absences not given 24 hours in advance will be a PAID lesson. Teachers are paid if a student does not show up to a lesson or class.
- • Bennett Academy reserves the right to cancel a group class due to insufficient enrollment. If a class is cancelled, full tuition and any applicable registration fees will be refunded to the students.

SIGNATURE _____ **POLICIES AND**
CONTRACT 2020-2021

Lesson And Classes Refund

- Continuing Private Lesson students- No refund after October 1st, 2017 for Fall Semester. February 14th, 2018 for Spring Semester.
- Group Classes- Voice, Film, Acting, Band - No refund after two week, classes grace period.

6. Delinquent Accounts

Bennett Academy of the Performing Arts reserves the right to stop a student's instructional activities if there is a declined card/ returned ACH check. Classes will resume when payments are cleared. There is a \$50 Fee for all declined cards and returned ACH checks. The \$50 will be charged immediately.

Returned Check/insufficient Funds Policy and Lesson Fee for unexplained absence

- Bennett Academy of the Performing Arts charges a fee of \$30 for all declined checks for Semester Accounts and declined cards for Monthly Accounts
- There is a \$25 fee added to accounts were the student/client has an unexplained absence
- To get our students ready for recitals and/theater productions, there are only 6 excused absences allowed for each semester.
- Extremely late lessons will not be made up.

7. Tardiness and Make-Up Lessons

- Bennett Academy policies have been developed to encourage and promote exciting and enjoyable study of music to our students. Therefore, regular attendance by students is expected. Students who arrive late cannot be guaranteed a full class/lesson.
- There are no make-ups for missed group classes. • All private lessons and group classes will be made up for teacher absences.

- Weather closure make-ups will be made for each student.
- An absence for any reason is considered excused ONLY if a minimum of 24 hours notice is provided. An absence may be considered excused without advance notice if it is based on illness or injury of the student.
- Make-up lessons are given at the end of each semester unless both the instructor and student agree upon an alternative time. Once a student has used all regular make-up lessons, additional absences due to illness may be made up with advance notice if a time should become available during the teacher's regularly scheduled hours.
- Make-up lessons missed by a student for any reason will **not** be rescheduled or refunded. • Students who withdraw forfeit any make-up lessons they are owed.

SIGNATURE _____ **POLICIES AND CONTRACT 2020-2021**

School Cancellation & Holidays

Bennett Academy will have make up lessons for inclement weather. School and religious holidays are already taken out of the payment plans. Monthly and yearly payments are based on 40 weeks for the year. Two Weeks for Christmas/New Years, 2 lessons one for Spring Break and another for Mid Winter Break and 8 weeks for the Summer, have already been taken out. There will be lessons for “one day” holidays (ex Columbus Day, Memorial Day...etc) If a Student will be away that day, they will receive a makeup at the end of the semester. Our Weekend students may require more makeups due to when holidays fall. We will ensure your payments reflect your class amount,

8. Scholarship

There are requirements for receiving a Bennett Academy Scholarship. Please email accounts@bennettacademy.com to receive an application or to find out if your child qualifies.

9. Photographs and Video

Photographs and video taken of students at Bennett Academy sponsored events and lessons may be used for publicity and marketing purposes, unless the model release form states otherwise during student registration. Please email bennettacademy1996@gmail.com if you DO NOT want you or your child's private lesson used in Bennett Academy marketing. *Please note: The Advanced Acting Classes are always recorded for auditions and student reels.

10. Discounts

There is a 10% discount for those paying the semester or year in advance at early registration.

I, Parent(s)/Guardian _____, _____
_____ agree with the Policy and Contract of Bennett Academy of The Performing Arts. This contract covers my or my children(s) lessons, and classes for September 1st, 2020- August 2021.

(Signature)

SIGNATURE _____ **POLICIES AND**
CONTRACT