



Richland Academy Student Handbook

About this Handbook

For 27 years the Richland Academy of the Arts has been providing quality arts education for students in dance, music, visual arts and theatre. Our staff is committed to excellent customer service and creating a clean, safe, family friendly atmosphere. Our instructors will continuously strive to role model the professional arts experience. They are passionate about developing artists who will acquire a lifelong love of the arts and learning.

Richland Academy is committed to providing creative programming that offers a variety of arts experiences and education for all ages. Our focus is the students and what they create. It is our goal to provide a cooperative spirit to our patrons. We are determined to help aspiring artists explore the arts, regardless of physical barriers or financial limitations.

We have created this handbook to offer our students and their parents a clear understanding of the commitment and responsibility that is required to train at the Richland Academy. All students and parents are required to abide by the rules, guidelines, and regulations outlined within this handbook. It is the responsibility of every parent and student to read and understand this handbook.

To The Parent

RAA relies on a positive atmosphere for our faculty, students, and parents. Our program promotes a positive learning experience for all participants. We believe that a student's success depends on the support of his/her parents or guardians. Your commitment to the process makes an enormous difference; we encourage you to be a supportive part of your child's "arts" education.

To The Student

Students are expected to treat RAA staff and peers with respect and a positive attitude. Class time is not a time for socialization; it is a time for focus, dedication and education. Excessive talking is distracting and disrespectful to the teachers and classmates.

PRIVACY

The front desk staff is not allowed to give out student or teacher information, phone number, email addresses, or home addresses. Therefore, we ask that personal information be shared on an individual basis.

I will allow the Academy the use of photographs, artwork, and recordings made at the Academy or at Academy functions, involving the student hereby enrolled. If you do not agree to consent please notify the front desk.

Class Cancellations

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.

(All regularly scheduled Monday classes from Labor Day, Monday, September 3, 2018, will be held on Monday, November 19, 2018)

Please refer to the yearly calendar for Thanksgiving Break, Winter Break, Spring break, and other special closures.

ATTENDANCE

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 Dance Classes

We request that absences be reported to the front desk prior to class time. Call 419-522-8224 to report absences. The dancer's presence at all classes is imperative. Good attendance is critical to consistent progress and advancement.

All classes cancelled because of RAA closing due to inclement weather will be made up.

For Private Music Lessons

Students must notify the Academy if unable to attend a scheduled lesson:

- Before 10:00 am if the lesson is after 12 (noon) or
- Before 6:00 pm if the lesson is the next morning.

Call 419-522-8224 to report absences.

Make up Lessons

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.

Scheduling

Students who register for a 4 week trial option will automatically be registered for the remainder of the semester once the trial lessons have been used. 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 appointment.

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.
- Monthly account statements and invoices will be sent electronically via email unless otherwise specified

PAYMENT OPTIONS

Tuition can be paid in one of the following ways:

1. One time in full payment
2. 50/50: Two payments of ½ the student's yearly tuition
3. Monthly: 3 monthly payments (Please note: Customers who elect to participate in the monthly payment plan option will be assessed a monthly payment plan fee of \$3.)
*This fee can be waived if student enrolls in auto-pay.

AUTO PAY

We encourage all students who wish to participate in the monthly payment plan option to enroll in auto-pay.

If your monthly auto payment is declined, you will receive a phone call. If an accurate credit card number is not supplied to us within 5 business days, your account will be subject to a \$15 late fee. If we are not contacted within 5 business days and are required to send a statement, you will be assessed an additional \$3 payment plan fee.

Monthly Payment Schedule for Summer 2018:

Payments are due the weeks of: June 4, 2018 July 9, 2018 August 6, 2018

Delinquent Accounts

If payment on a student account is not current the student will not be permitted to participate in class or performance opportunities. In the unlikely event that we have to take steps beyond invoicing to collect payments we can hold you responsible for interest at the maximum lawful rate from the due date of payment, cost of collection, and reasonable attorney fees. You agree to pay these if such steps are necessary, for any and all amounts due.

***** Students will not be eligible for performance opportunities or registration for Fall 2018 semester if the account balance is not paid in full by Friday, August 24, 2018*****

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.

***Dance students who withdraw from classes after March 1, 2019, will not be issued a refund.**

Suspensions

Richland Academy reserves the right to dismiss or suspend a student whose behavior, work or attendance is unsatisfactory (no refund is given). A student may also be suspended if payment is in arrears (past due).

Dance Recital Costume/Fees *(does not apply to summer)*

The May Spring Dance Recital is optional; it is the dancer and parent's decision whether or not to participate.

All costume fees must be paid in full by December 1, 2018. Costumes will not be ordered for dancer's who have an outstanding costume balance.

There will be no refund issued for student's costumes once they have been ordered.

Students who join class after January 1, 2018, will be charged an additional \$25 recital fee, and an additional \$10 per costume.

Volunteer and Make a Difference!

We love our volunteers for two reasons: their smiling faces, and their willingness to help us make our events and operations possible!

We have a multitude of opportunities available for people interested in donating their time. From staffing and setting up performances and concerts, to routine building upkeep we are always looking for people to help keep Richland Academy running great!

Donate with Kroger Rewards and Amazon Smile

Support Richland Academy of the Arts while grocery shopping! It's simple, just login to www.krogercommunityrewards.com using Richland Academy of the Arts ID number: 81091. This is a great way, and easy way to show your support! Don't forget to re-enroll every April!

Use your existing Amazon.com account on AmazonSmile! Simply login and select Richland Academy of the Arts as your charitable organization. Amazon will remember your selection, and then every eligible purchase you make at www.smile.amazon.com will result in a donation.