



## Welcome Students!

### How do I register?

- Online (richlandacademy.com). Please contact the Front Desk at 419-522-8224 for questions about the online registration.
- **All students must re-register every semester, except for dance.**
- **Creative movement dance students re-register every semester.**
- Private Music Lesson Students must register online. Following registration, the front desk will then contact you to confirm and schedule a lesson time.

### What should I do when I come for a class/lesson?

- If it is your first lesson, please stop at the Front Desk.
- Be on time. Arriving a few minutes early is encouraged.
- Come prepared! Always bring necessary materials and be prepared to learn (and have fun)!

### How do I make payments?

**Please note: A registration deposit/ 1st monthly payment is REQUIRED at time of registration.**

Tuition Assistance and Merit Scholarships are available. Applications are accepted year-round. Applications can be found online at [www.richlandacademy.com](http://www.richlandacademy.com). **Tuition Assistance Applicants must register for classes online.**

#### How to Make First Payment:

- Payment will be processed by the front desk, online, or in-person depending on the payment option selected during registration process, AUTO PAY, SELF PAY, OR FULL PAY.
- The first payment is **NOT** processed at the time of online registration.
- Pay by phone through the Front Desk at 419-522-8224.
- Pay online through an emailed electronic invoice following class registration.

### Payment Options:

- **Payment In-Full** (\$5/month processing fee waived). Must contact the Front Desk to make a payment in-full or pay in full from the online invoice.
- **Auto-Pay Monthly** Payments (5% convenience fee included in total tuition). RAA PROCESSES THIS PAYMENT ON THE SCHEDULED DUE DATE USING THE PAYMENT METHOD ON FILE; THE FRONT DESK WILL CONTACT YOU TO CONFIRM THE CREDIT CARD ON FILE FOR AUTOPAY.
- **Self-Pay Monthly** (\$5/month included in total tuition amount). You contact the Front Desk and make the payment.
- Payments can be processed by Credit Card, Cash or Check payments at the Front Desk.

### Credit Card:

- By providing your card information over the phone or in-person, you agree that Richland Academy may charge your card on account for any late or unpaid tuition balances still present 30 days after the due date.

### When Payments Are Due:

- All payments must be received **on or before the due date.**
- 2023-2024 Payment Due Dates:
  - Fall: Sept. 5, Oct. 2, Nov. 6, Dec. 4
  - Spring: Jan. 2, Feb. 5, Mar. 4, Apr. 8, May 3

### Fees:

- Students will be charged a materials fee when applicable.
- Costume and Recital Fees (Dance Only): Costume Fees are due Saturday, December 9, 2023.
- Creative Movement Costume Fee for Fall 2023 is due Saturday, October 14, 2023
- Creative Movement Costume Fee and Recital Fees for Spring 2024 are due on Friday, February 17, 2024.

### Late Payments/Delinquent Accounts:

- **Tuition for the previous semester must be paid-in-full before a student may register for the next term.**
- All late payments will be assessed a \$15 fee.
- Returned checks are subject to a \$30 fee plus bank charges.

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.

## Attendance Policy

**Please call 419-522-8224 to report absences.**

For Theatre, Kenpo, Music, and Art Classes: 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 **4 hours** prior to your lesson. If the front desk is busy, please leave a message! We understand that uncontrollable circumstances happen, but please be respectful to your instructors. 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 instructor.

For Dance: Please email [shorrigan@richlandacademy.com](mailto:shorrigan@richlandacademy.com) or leave a voicemail for your instructor if you know your child will miss class.

## 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 ineligible for refund until the front desk is notified. **Students 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. Please alert the Front Desk of any absences that may be pre-planned (ex: family vacations, doctor appointments, etc.) so fees may be adjusted accordingly.

## Holiday Breaks, Make up Days, and Class Cancellations

**See our calendar, social media, or website for special closures.**

- Thanksgiving Break: November 21-26, 2023
- Christmas Break: December 19, 2023 - January 1, 2024
- Spring Break: March 25 -31, 2024

**Open:** President's Day, Martin Luther King Jr. Day, and Columbus Day.

**Closed:** Labor Day, Memorial Day, and Independence Day.

## Make-up Lessons/Weeks

**Make-up lessons are not part of the semester's total weeks and must be scheduled individually with instructors.**

To make up a lesson, instructors may extend the length of a lesson or schedule another lesson at a mutually convenient time. If a student misses an appointed make-up time, the lesson will not be rescheduled. The same attendance policy applies to make-up lessons. 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.

## Where To Find Updates and Important Information

- **Website:** [www.richlandacademy.com](http://www.richlandacademy.com)
- **Facebook:** @richlandacademy
- **Instagram:** @richlandacademyofthearts
- **Remind:** Text "@raaupdates" to 81010 to receive texts straight to your phone!

## Parking Reminders

**When parking is unavailable in our front parking lot, please remember:**

- Street Parking is available; Street Parking is FREE on weekends and M-F after 4:00 pm.
- The Municipal Lot, located on 1st street, east of RAA, offers free 12-hour parking every day.
- Engwiller Properties Parking Lots **DO NOT PARK IN LOTS** - see attached Towing Notice Sheet

## 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.**

## Special Thanks Goes To...



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