

## REGISTRATION & FINANCIAL INFO

Registrations are due before the start of lessons and classes on September 8. At the end of the session, students continuing with private lessons must renew their registration by the end of the make-up week. Short renewal forms are available in the office. Some instructors offer lessons during weeks when public schools are on break, and if that adds lessons in addition to the fifteen-week semester, that must be indicated on the initial registration form or renewal form. When renewing registrations for summer private lessons, please take into account vacation or travel absences by either the student or the instructor, and calculate the exact number of summer sessions to be taken. Summer lessons may be arranged with a substitute instructor by the student's primary instructor.

### REGISTERING—THREE EASY WAYS TO REGISTER!

**Please note—students MUST be registered before they may begin classes and/or lessons!**

1. Mail in the registration form on with your tuition payment no later than one week prior to the start of a class or ensemble. A personal consultation is required for private instruction and an audition is required for most ensembles, as noted. Payment can be by check or by Visa or MasterCard.
2. Hand deliver the registration form and payment to the AASPA administrative office at 637 South Main St. If the office is closed, you may leave registrations in the locked drop box
3. Phone (734) 213-2000 your form to the school to register with a Visa or MasterCard.

**PAYMENT SCHEDULE**—Full tuition payments are due at the beginning of the semester. **THE STUDENT MAY NOT BEGIN LESSONS OR CLASSES UNTIL REGISTRATION HAS BEEN RECEIVED AND CONFIRMED BY THE AASPA OFFICE.** Payment options are listed on the registration form. If necessary, cash or check installments can be arranged in three installments. There will be a 2% finance charge on all unpaid balances. **ALL BALANCES MUST BE SATISFIED BY THE CONCLUSION OF EACH SEMESTER AND BEFORE REGISTERING FOR THE NEXT SEMESTER IN ORDER FOR A STUDENT TO CONTINUE WITH LESSONS OR ENSEMBLES.** AASPA reserves the right to dismiss students for non-payment of tuition and in addition, outstanding balances may be referred to an outside collection agency. The returned check fee is \$30. **EARLY BIRD ADVANTAGE**—If you pay your Fall semester invoice in full before September 4, you may deduct \$10.

**ACCENT-PLUS DISCOUNT**—For each additional class the students registers for, total tuition may be reduced by 10%.

**FAMILY ALLOWANCE**—If two or more family members are enrolled, the less expensive invoice(s) will be reduced by 10%. After the first family member has paid the \$40 registration fee, subsequent family members will pay only \$25.

**WITHDRAWALS & REFUNDS**—If a student withdraws from a class or ensemble before the end of the second week of the semester by informing the school in writing, the pro-rated balance of the semester tuition will be refunded. No refunds will be given for withdrawals from classes or ensembles after the second week of the semester. The registration fee is non-refundable. AASPA reserves the right to cancel any class due to insufficient enrollment. In those cases, all fees will be refunded.

**Private Music Lessons**—If a student withdraws from PRIVATE LESSONS before week ten of the fifteen-week semester, pro-rated fees will be refunded. If withdrawing after week ten, no refund will be due. The registration fee is non-refundable.

### SCHOLARSHIP PROGRAM

Financial assistance is available for students registered at AASPA. All assistance is need-based.

**ALL REQUESTS FOR ASSISTANCE MUSIC INCLUDE A FULLY COMPLETED AASPA SCHOLARSHIP APPLICATION AND THE APPLICANT'S MOST RECENT IRS 1040 FORM.** No applicant will be considered unless all the requested information is received. Please call (734) 213-2000 to receive a scholarship application packet or download the information from our website, [www.aa-spa.org](http://www.aa-spa.org).

Applications must be postmarked no later than September 5, 2008 for Fall semester, January 12, 2009 for Spring semester and May 22, 2009 for Summer session. You are encouraged to submit scholarship requests as early as possible. ***Scholarship applications postmarked after the deadlines will be considered only if funds are available.***

The Ann Arbor School for the Performing Arts, a not-for-profit education organization, does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admissions policies, scholarships and loan programs or other school-administered programs.

The arts naturally foster personal discipline. All students are expected to exhibit respectful, attentive behavior towards directors, coaches, instructors and other musicians. AASPA reserves the right to dismiss students for non-adherence to policies. It is each

student's and/or parent's responsibility to read and understand AASPA policies.

**Attendance & Tardiness**—Remember: Consistency is the key to excellence!

Although sometimes it is impossible to arrive on time, please respect your instructors by making habit of prompt arrival!

**Classes, Ensembles & Workshops**—AASPA does not offer make up classes or ensemble rehearsals for sessions missed by students. Classes will be made up if there is a weather closing or teacher cancellation. Musicians in ensembles are expected to arrive early enough to be unpacked, warmed-up and seated to begin on time. In all cases, that means planning to arrive at least fifteen minutes BEFORE the rehearsal or class is scheduled to begin.

**Private Music Lessons**—Students registered for private lessons are allowed one excused absence per semester. In those cases, twenty-four hour notice must be given by the student to be offered a make-up lesson. If proper notice is not received, the lesson will be considered forfeited and the student will be billed for the scheduled time. Students should call BOTH the school and the individual teacher. Lessons owed that are not taken by the end of the make-up week are forfeited unless the lessons were missed by the instructor or cancelled due to weather. Teachers will allow ten minutes to pass from the scheduled start of an individual lesson, then it will be considered a forfeited lesson, and the student will be billed for the scheduled time. If a student is late for a lesson, the lesson will still end at the scheduled time.

**Weather Closings**—The message machine at the school (734) 213-2000 and the School's website ([www.aa-spa.org](http://www.aa-spa.org)) will have the current status of classes and ensembles as of 2:00 PM with final information for that day. In general, AASPA follows weather cancellation decisions made by the Ann Arbor public Schools. **DO NOT DROP YOUR CHILD OFF FOR A REHEARSAL OR LESSON IF YOU ARE NOT SURE IT IS TAKING PLACE!**

**Classes, Ensembles & Workshops**—Large ensembles (e.g. orchestra, SCORE) will establish an e-mail communication tree for the purposes of last minute rehearsal status; please provide the School with a viable e-mail address. Class or small ensemble instructors (e.g. jazz combos, Kindermusik) will reschedule one class that was cancelled because of weather conditions during the designated make-up week at the end of each semester. If more than one class has been cancelled because of weather, the student will receive a pro-rated refund.

**Private Music Lessons**—If Ann Arbor Public Schools have closed because of inclement weather, private students should consider their lesson cancelled UNLESS it is mutually decided with the teacher to meet for the lesson; under some circumstances lessons can take place even when group activities are not practical. Students should discuss cancellations due to weather with their teacher directly as there may not be anyone answering the phone at the School. One private lesson cancellation due to the weather will be rescheduled during the make-up week. If there are more than one cancellation and the instructor is unable to reschedule, a pro-rated refund or credit for the next semester will be applied.

**Withdrawals and refunds**—If a student withdraws from a class or ensemble before the second week of the semester by informing the school in writing, the pro-rated balance will be refunded. If a student withdraws from private lessons before week ten of the fifteen week semester, pro-rated fees will be refunded. Registration fees are non-refundable.

**Student Safety and the Learning Environment**—The waiting area of the school is for the comfort and convenience of families who are waiting during music instruction and supports a positive learning environment in the studio or classroom. Adult supervision is not provided for children left alone at the school. Do not drop off young students who are sixth grade and younger without an adult. Do not drop off young students earlier than twenty minutes before the start of a scheduled lesson. Young siblings must be supervised while waiting and may not run in the building or play on the staircase.