

## SOL-LA Music Academy Policies

**SOL-LA Music Academy** policies are established to provide an engaging, encouraging and safe environment, which fosters achievement and community. By registering at SOL-LA Music Academy (SOL-LA), students, families, parents and their representatives agree to the terms, conditions and duties stated in the SOL-LA Music Academy Policies at [www.sollamusicacademy.org](http://www.sollamusicacademy.org) and available at the SOL-LA office.

### ACADEMIC POLICY

**Announcements and E-mail Communication:** SOL-LA communicates with students and parents by posting announcements on campus or by email updates about important class, performance, event and activity information as well as registration and tuition information and invoices. **Students and parents are responsible for reading all posted and email communication.**

SOL-LA reserves the right to cancel classes, lessons and events due to unforeseen circumstances and limited enrollment. All changes to the schedule will be posted as soon as possible.

**Teaching locations:** Individual lessons are taught on the SOL-LA campus, SOL-LA satellite locations and teachers' studios. With the agreement of the teacher, lessons may be taught at a student's home for an additional driving fee per visit, arranged directly with the teacher and collected by the teacher.

**Attendance:** Teachers maintain attendance records. For the benefit of the student and the progress of Group Classes as a whole, student attendance is vital. Students are expected to attend all Group Classes and Individual Lessons on time. For students who are late, Group Classes and Individual Lesson will end at the scheduled time, and no make-up time will be scheduled.

**Cancellations and Absences:** Teachers must be notified **a minimum of 24-hours in advance** if a student is unable to attend a group class or individual lesson. **With the approval of the teacher**, up to two (2) individual lesson per Package of 16 lessons (canceled a minimum of 24 hours in advance) may be rescheduled as make-up lessons, **to be taken within three months of the canceled lessons.**

If individual lessons are not canceled 24-hours in advance, or if a student fails to attend a lesson, the student will be charged for the lesson and a make-up lesson will not be scheduled. If a student fails to schedule a make-up lesson within three months, or does not attend a make-up lesson, no further make-up lessons will be scheduled.

In the event a SOL-LA teacher must cancel a class or lesson, the class or lesson will be rescheduled.

### TUITION POLICY

**The Annual Student Registration Fee** is paid in full, at registration, **once per academic year**, and is non-refundable.

**Semester Tuition for Group Class** is paid in full, prior to the start of classes each semester, and is non-refundable. There are no refunds, credits or make-up classes for missed Group Class. Group Class tuition is non-transferable. **Pro-rated Tuition** will be charged to students commencing Group Classes after the start of instruction.

**Tuition for Individual Lessons** is based on renewable "Packages of 16 Lessons", taken consecutively year-round, and is due in advance of the 1<sup>st</sup> lesson of each "Package of 16 Lessons". Payment for Individual Lessons may be paid in full, or paid by Tuition Payment Plan:

**OPTION 1: Payment in full:** paid in advance of the 1<sup>st</sup> lesson of each "Package of 16 Lessons".

**or**

**OPTION 2: Tuition Payment Plan:** paid in equal consecutive monthly installments (regardless of lesson scheduling), starting in advance of the 1<sup>st</sup> lesson of each "Package of 16 Lessons". Installments are to be paid by the first of each month, in up to four equal consecutive monthly installments for 16 lessons; or recurring equal consecutive monthly installments; and in full 30 days prior to the end of each Package, to avoid late payment fees.

Tuition Payment Plan Payments may be made by PayPal or credit card recurring payments, or dated checks collected at registration.

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Group Class and Individual Lesson Rates are posted on the *Schedule of Lessons, Classes and Tuition*, on the SOL-LA website and available in the SOL-LA office.

Individual Lesson Rates for Teaching Artists, Master Teachers, and extended lessons, may vary; please ask for details at the SOL-LA office.

Payment Methods: Tuition and Fee Payments may be made by:

- Checks, payable to **SOL-LA Music Academy**
- PayPal single and recurring payments
- Cash, payable in person at the SOL-LA office

Payment Fees:

- **Late Payment Fee:** Failure to pay by the **due** date will result in a late fee. Late fees are a combination of a flat \$50 late payment fee + 1.5% interest charged per month on balances greater than \$200.
- **Returned or Refused Payment Fee:** A returned or refused payment will result in a fee of \$35 per occurrence, in addition to a late fee charge.

Outstanding Balances must be paid in full, to register for current lessons and classes.

Please visit the SOL-LA office to arrange a tuition payment plan for outstanding balances, and register.

Parents, Guardians and Adult Students agree and promise to make payments in accordance with fees and tuition for the lessons and classes selected, and understand SOL-LA Music Academy's cancellation and refund policies. In the event of default, parents agree to pay to SOL-LA Music Academy all reasonable and necessary costs of collection incurred to collect monies for services provided by SOL-LA Music Academy, including but not limited to: costs of any collection agent or agency; costs of Court; reasonable and necessary attorney's fees; prejudgment interest at the maximum rate allowed by law

### GENERAL SOL-LA POLICIES

SOL-LA Music Academy has a **nut-free policy** to create a safe environment for all of our students. Please, refrain from bringing any food items that include peanuts or any items in the nut family.

Facilities and Personal Property:

Students and parents are responsible for

- (1) respecting the teaching and performance premises,
- (2) reminding students not to touch materials, projects and installations,
- (3) returning each classroom, playground and venue to the condition in which they were found,

SOL-LA Music Academy is not responsible for the loss of, or damage to, personal property. Students and parents are advised not to leave items unattended, including musical instruments, books, music and supplies.

Supervision and Indemnity: Parents and their legal representatives agree that they are fully responsible for the supervision, safety and actions of their children, and agree to indemnify, defend, and hold SOL-LA Music Academy and its parties harmless from and against any and all damages that may be incurred or sustained by SOL-LA Music Academy parties arising from or related to any injuries to the student, or the student's acts or omissions (except damages caused solely by the gross negligence or intentional misconduct of SOL-LA Music Academy parties).

Photographs and Videos: All students and parents consent to SOL-LA's use of images and sound recordings of student class sessions, lessons, performances and events on and off campus, including video and/or photographs and/or sound of students which may be taken and used for any and all purposes including promotion, editorial, advertising, trade, marketing brochures, posters, flyers, video and televised publicity, the School website, and programs, without restriction as to changes or alterations. Students and parents waive any right to inspect or approve images, sound or finished versions incorporating images and/or sound, including written copy and/or printed matter that may be used in conjunction herewith, or to any eventual use to which it may be applied. Students and parents agree that SOL-LA owns the copyright for these images and sounds, and waive any claims they may have based on any usage of the images or sound recordings.

## SOL-LA Music Academy Policies

**Medical Emergency:** In the event of a medical emergency, parents and their representatives authorize SOL-LA Music Academy to obtain the appropriate medical measures deemed necessary or advisable and agree to assume all costs and expenses related to such medical treatment.

**Questions and Concerns:** Please contact the SOL-LA office to discuss and resolve questions and concerns. During non-business hours please email [info@sollamusicacademy.org](mailto:info@sollamusicacademy.org) to schedule an appointment.

The SOL-LA Music Academy mission is to provide high quality music education to students from all backgrounds and economic circumstances, in an engaging and encouraging environment fostering achievement and community. Our comprehensive program reflects the belief that vibrant cultural education nurtures all areas of learning, connects diverse societies and enhances enjoyment of life.

- SOL-LA Music Academy does not discriminate on the basis of race, color, nationality, gender, sexual orientation, disability, ethnic origin, or religious belief in its admission, retention, student aid, scholarship, or other educational policies.
- Harassment is not tolerated in any form. Parents or students who have cause for complaint should contact the Executive Director.
- It is a policy of the School that faculty, staff, parents, and students treat each other with courtesy and mutual respect. SOL-LA staff, teachers, students, parents, and community all participate in maintaining an inspiring and respectful environment, which enhances creativity, curiosity and learning.

### SOL-LA Music Academy

Telephone: 310 828 2912

Email: [info@sollamusicacademy.org](mailto:info@sollamusicacademy.org)

[www.sollamusicacademy.org](http://www.sollamusicacademy.org)

### SOL-LA Campus and Mailing Address:

1812 Stanford Street

Santa Monica, CA 90404

### Hours:

Saturday: 9:00 am - 4:00 pm

And by appointment