

Registration and Payment Policy update due to COVID-19

Lessons currently offered in person for as long as it is deemed safe according to CDC protocols and Weathervane Playhouse is open for normal business.

Payment and Registration Options for Full Session 3 ~ 13 lessons

1. **Mail** in the registration form (on 3rd page) for Full Session.

Pay in Full - Due 8/27/23 with Check/Cash included with Registration
(or 1 week before the first lesson)

2. Register online and Pay with Zelle @ westsidevocalacademy@gmail.com

Pay in Full - Due 8/27/23 2 Equal Payments 1. Due 8/27/23
(or 1 week before the first lesson) 2. Due 9/27/23

Payment and Registration Options for Single Lessons ~ 1-5 lessons

Use online registration and pay via Zelle

1. Pay in Full via Zelle - at least 3 days before your first lesson. Preferred Method

2. Pay in Full Via Check with the single registration form (on the 4th page)
at least 1 week before the first lesson.

West Side Vocal Academy Contract: 2023

I, _____ (purchaser) agree to enroll _____ (student) into Session 3

Term at WEST SIDE VOCAL ACADEMY. Date _____

Tuition Policy:

1. Payments may be cash or check made payable to WEST SIDE VOCAL ACADEMY.
2. A \$15.00 fee will be added to your account for all returned checks.
3. Payment and signed contract are due on the due date stated on the bottom of this form, or thereafter, pending cancellation of this contract by the instructor.
4. The purchaser understands and agrees that tuition payment secures individual instruction for voice and classes chosen and is binding to the rules of this contract.

Early withdraw/Student Dismissal:

1. The purchaser agrees that withdrawing within the first 5 weeks from the current Term will not require any reimbursement from the WEST SIDE VOCAL ACADEMY.
2. The purchaser agrees that withdrawing after 5 weeks will result in payment of \$40.00 per 1/2 hour, \$60.00 per 3/4 hour, and \$80.00 per hour. This new rate will then be deducted from the payments made thru the withdraw date. A payment must then be made to cover the new balance or a refund will then be issued for the balance remaining.
3. The instructor can expel any student, at any time, for any reason, from all lessons. The purchaser understands and agrees that a student's dismissal for any reason, does not require any reimbursement of any portion of tuition.

Lesson Cancellation/Absence policy: Text your Instructor

1. **Twenty Four Hour** notice is required to receive a makeup lesson cancelled due to illness etc.
2. **5 day** notice is required to receive a makeup for a lessons cancelled due to schedule and/or rehearsal changes.
3. **Two Week** notice is required to receive a makeup for scheduled cancellations (vacation, field trips, school functions, dress rehearsals etc). This guarantees a make-up by the instructor either before or after the said absence.
4. Because WEST SIDE VOCAL ACADEMY has committed to a schedule made with Weathervane Playhouse, as the purchaser has with the instructor, make-up lessons or reimbursements are not guaranteed and are subject to the instructor's approval.
5. Approved absences will be made-up at a mutually agreeable time between the student and instructor. A reasonable effort will be made by the purchaser and the instructor in scheduling approved make-up lessons. **Lessons should be made up within the semester from which they were cancelled.** Exceptions to this rule must be approved by the instructor.
6. The instructor is not responsible for make-up lessons due to illness, forgetfulness, tardiness, unavoidable cause, or untimely notification. Make-up lessons due to the above circumstances are at the discretion of the teacher and are not guaranteed.