

The following Policies and Procedures apply to all lesson agreements made between Hollywood Music and Dance (HMD) and its students, parents/guardians

1a TERM DATES AND CONTINUOUS LESSON AGREEMENT – HMD is a year round Music and Dance School. Once enrolled, you agree that you're on a rolling agreement which continues and renews monthly until a withdrawal notice (refer to withdrawal policy) is received by the school office. All classes continue after Recitals or Concerts. _____

2a PAYMENT OF FEES

\$30.00 Annual Registration fee per child due upon registration. This will automatically renew on your yearly anniversary and will be charged to the card we have on file. (If you are on vacation for more than 3 months, a new registration fee will be charged upon re-enrollment)

Please note that Fees are pro-rated when there are five sessions in a month.

Tuition fees are due on the first of the month and are made by auto pay. A credit card is required so we can process your payment. Declined and unpaid accounts on the 1st of the month will automatically be assessed a \$10.00 late fee. _____

2b REFUNDS/CREDITS

There will be no refunds or credits given under any circumstance. When the school is closed due to holidays or other events or if we have to cancel a class, we will schedule a make-up class. _____

3a ABSENCES

Only one excused absence allowed per month. What is "Excused absence"? It allows the student to schedule a make-up class.

1. Please note that make-up lesson cannot be rescheduled
2. Make-up must be completed in two months and will expire if not used
3. You can only do make-up lesson while currently enrolled at HMD

*Makeup lessons cannot be accumulated and used as credit to apply to lesson fees.

**There is also no makeup for Rock Band classes

3b HOW TO BE EXCUSED? Twenty four-hour notice required

1. Notify HMD office via email hollywoodmusicnc@gmail.com (National City location) or hollywoodmusiceastlake@gmail.com (Chula Vista location).
2. Or you can go to our website www.ehollywoodmusic.com and fill up absence form.

Students who take private lessons, the instructor will use the lesson time assigned to your child to record lesson for that day and send it to you via email. _____

3c DANCE STUDENTS

Make-up will be scheduled when there's a similar class or level. We cannot schedule a make-up when we're preparing for Recital or other events. _____

3d WHEN TEACHER IS NOT AVAILABLE

When your child's instructor is sick or on vacation or any other unavoidable circumstance, we will schedule a substitute to take over. It is Standard Operating Procedure for the instructor to email your child's lesson plan to the sub so you're assured that lesson progress is not interrupted. When we are unable to find a sub, we will schedule a makeup lesson. We expect your cooperation; we will not issue refunds or credits. _____

4a VACATION

RESERVING YOUR CHILD'S SCHEDULE

If going on vacation and will miss more than two lessons, vacation form must be filed and submitted to the school office one month ahead of time.

This will ensure that your spot is reserved and we will schedule your makeup lessons either before you go or when you come back. Please work with the front desk. _____

4b TAKING A BREAK

Some parents use the term “taking a break” but what they actually mean is they are dropping out. Hence, please refer to Withdrawal policy. Or, if that’s not the case, please refer to Vacation policy

4c WITHDRAWAL

“TODAY IS MY CHILD’S LAST DAY IS NOT ACCEPTABLE”

Notice must be given on the 1st of the month by the parent/guardian and not by the student, at the front desk and not to the teachers.

Full tuition fee must still be paid for the month.

If notice to withdraw is made after the first week, you are considered in contract for that month.

Hence, withdrawal will take effect the following month and full tuition for the following month will still be due.

Fill up Withdrawal form on our website www.ehollywoodmusic.com which is automatically is emailed to us. (or email us; hollywoodmusicnc@gmail.com (National City) hollywoodmusiceastlake@gmail.com (Chula Vista) We will withdraw your student on our system and send you confirmation in your email. This is your proof that you gave us proper notice. Verbal notice and other claims will not be valid. _____

4d HOLIDAYS

The school is closed and all classes are rescheduled on the following days; Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Day after, Dec 24, 25, 26, Dec 31 and January 1.

Note that we close at 5:00 pm on Oct. 31st.

The studio is also closed on Recital Day (Saturday for Music students). Dance students will have regular schedule as their Recital always falls on a Sunday.

Any other days the studio is closed due to unavoidable circumstance, your class will be rescheduled.

4e PHOTO RELEASE

The school is hereby granted permission to take photographs or videos of the students for use in brochures, fliers, posters, advertisements, social media and other promotional materials.

If you do not consent to this, the school office will send and confirm via email that we are aware of your no photo policy. _____

4f RELEASE OF LIABILITY

I hereby release Hollywood Music of any liability arising out of any injury, damage or loss which may be sustained by myself, my minor children, or any other family members during the course of my involvement with Hollywood Music. This includes activities held in the studio or any outside performance venue. _____

I’ve read the above and agree

Enter your full name

Signature and Date