



17620 Fitch Avenue | Suite 160 | Irvine, CA 92614 | (949) 386-8336 | www.ocmusicdance.org

Student Policies

Registration and Payment Policies

- All OCMD students participating in classes and private lessons must be registered through OCMD. No monies will be exchanged except through the official payment process. In the event an instructor or student brings an accompanist to a lesson, payments may be made directly to the accompanist.
- For Music private lessons and group classes, the Fall semester is 17 weeks long, beginning Monday September 2, 2019 and ending Sunday January 19, 2019. Students will be enrolled for the entire 17-week semester.
- For Dance group classes, the Fall quarter is 12 weeks long, beginning Monday September 2, 2019 and ending Sunday November 24, 2019. Students will be enrolled for the entire 12 week quarter.
- **Tuition is due in full on the first day of the semester/quarter, September 2, 2019 . If you would prefer to make monthly payments you may apply for automatic payments to be made on the first of each month by filling out a Credit Card Authorization Form found at the front desk. Multiple payments for the semester will only be accepted if they are made via credit card using automatic payments.**
- If you are signed up to make automatic payments you will receive a receipt at the beginning of each month showing how much your credit card was charged for that month. Once the full amount for the semester is paid, you will not receive any more receipts or invoices for the semester
- All tuition must be paid before the end of the semester. Any unpaid tuition must be paid before the student can be enrolled for the next semester.
- Students registering for private lessons after the start of the semester will have their tuition prorated according to the number of weeks remaining in the semester.
- Students must enroll for classes at the start of each class. Students wanting to enroll in a class after the second week may do so with the approval of the class instructor. Class fees will be prorated according to the number of weeks remaining in the class.
- Checks returned for any reason will be charged a \$35 Non-Sufficient Funds fee.

Withdrawal and Refund Policies

- If a student decides to discontinue private lessons with 24 hour notice of cancellation, credit will be given for lessons not received. The credit may be applied to future private lessons or classes taken within one year of the cancellation date. Cancellations must be made in writing via a dated e-mail to info@ocmusicdance.org or a dated letter given to the front desk. Instructors must also be notified of the lesson cancellations. The student may be reimbursed at the discretion of OC Music & Dance minus a \$35 cancellation fee.

Nurture

Inspire

Empower

- If a student decides to discontinue a class within the first three (3) meetings of the class, prorated tuition will be refunded minus a \$35 cancellation fee. After this three (3) class meeting time period, the remaining tuition is forfeited. Class cancellation must be made in writing via a dated e-mail to info@ocmusicdance.org or a dated letter given to the front desk.

Attendance Policies for Private Lessons

- Students must attend all private lessons for which they are registered. Parents or students must check in on the daily sign in sheet at the beginning of each private lesson. This sign in sheet can be found at the front desk.
- It is very important that you always notify the instructor and OCMD as soon as possible BEFORE a missed lesson and give a reason for the absence, to assist the instructor in deciding whether or not to make it up, to have it credited to your account, or have the lesson forfeited by the student/parent. OC Music & Dance may be reached at (949) 386-3886 and/or at info@ocmusicdance.org.
- To clarify what happens as a result of missed lessons we have created the following chart as a guide for our instructors:

Student Missed Lessons				
Type	Time frame	Reason	Outcome	Impact
cancellation *	more than 48 hours notice	any reason	make up or credit student's account	
excused	less than 48 hours notice	illness or emergency	make up or credit student's account	
unexcused	less than 48 hours notice	any other reason	make up or student pays anyway (forfeit)	3 or more in a 12 week session or 4 or more in a 17 week session = forfeit scholarship
no show	no notice	no reason given	make up or student pays anyway (forfeit)	3 or more in a 12 week session or 4 or more in a 17 week session = forfeit scholarship

* If you miss more than 2 consecutive weeks due to cancellation, you risk losing your lesson time slot to another student.

- Make ups may be done, at the discretion of the instructor, for any type of missed lesson. If a make up is not done the effect to the student's account is determined by the type of absence it was (see chart above).
- **Students may forfeit their scholarship due to excessive tardies, no shows, or unexcused absences as well as for missed tuition payments.**
- To avoid missing lessons you have the option of switching a lesson you will miss with another student in the same studio (with the same instructor) on the week the lesson will be missed. If you would like to switch **it is up to you** to:
 - gain permission from the instructor
 - contact the student/parents of the student you would like to switch with
 - make the schedule change
 - then inform your instructor of the change

Instructors will make their schedule and contact list for their studio available to you for this purpose.

Instructor Missed Lesson				
Type	Time Frame	Reason	Outcome	Impact
any type	any time frame	any reason	make up or credit student's account	none

- It is OCMD's policy not to refund tuition for missed lessons, even if cancelled beforehand. Tuition for instructor missed lessons, excused absences, and cancellations with advanced notice will be credited to the student's account for future lessons.
- At the end of the semester, any lessons paid for but not received or forfeited will be credited to your OCMD account for use toward future private lessons or group classes.

Attendance Policies for Group Classes

- Students must attend all group classes for which they are registered. Parents or students must check in on the daily sign in sheet at the beginning of each group class. This sign in sheet can be found at the front desk.
- If a student misses a class, due to limited class availability, there are no make ups. It is the student's responsibility to learn the content of the missed class. Please contact the instructor to find out what was missed

- If too many group classes are missed:
 - The student will not be able to participate in the recital
 - The student may be asked to discontinue the class
- If an instructor misses a group class, and there is no substitute for the group class, a make up will be offered during one of the make up weeks. If the group class cannot be made up during one of the make up weeks a credit for the missed group class session will be given to the student's account.

Illness Policies and Procedures

- An ill student must not attend private lessons or classes. Observing this policy will help protect all the students and staff at OCMD and promote a healthy environment. The following list is provided as a guide in your decision making.

Please keep the student home and notify their instructor if they have:

1. Fever – 100 or higher
 2. Eyes/Ears/Nose/Mouth – yellow/green discharge or drainage of ears
 3. Throat – sore and red/blisters
 4. Rash/skin sores
 5. Respiratory – uncontrolled coughing/sneezing or difficulty breathing
 6. Abdominal Pain – continues for 2 hours or increases in severity
 7. Vomiting – in last 12 hours
 8. Loose/watery bowels- in last 12 hours
- Teachers and staff must not come in if they are ill. Students will be contacted by the instructor, and the private lesson/class will be rescheduled. If a lesson/class is unable to be rescheduled, the student's account will be credited.

Behavior Policy

- Students/Parents must not use foul or abusive language. Bullying or teasing of any nature will not be tolerated.
- Children not participating in OCMD private lessons or group classes must always be supervised by the parent or guardian.
- Walk when in the lobby, hallways and classroom areas.
- Wear appropriate clothing for classes and lessons – no revealing attire or inappropriate messages.
- No food or drinks in any of the classrooms. We encourage everyone to use our lounge area or café for your snacks and meals. Bottled water is permitted.

- No skates, skateboards, bikes etc. are to be used in the building or parking lot area.
- Animals/Pets are not permitted on OC Music and Dance premises. Specifically trained Service Animals are welcome. It is illegal to leave a pet unattended in a motor vehicle under California Penal Code Section 597.7 PC. If you leave your pet unattended in your vehicle we will notify the police. Please leave animals/pets at home.
- No use or possession of alcohol, smoking materials or any illegal drugs of any kind while at OCMD.

NOTICE: To promote a safe and secure environment, OCMD has placed video cameras in all classrooms and at various locations in our facility.

Academic Calendar Policies

- There are three break weeks in our Academic Calendar from November 25, 2019 – December 1, 2019 (1 week) and from December 23, 2019 – January 5, 2020 (two weeks).
- Music lessons and classes also have a make-up week from January 20, 2020 – January 26, 2020.
- If a make-up needs to be scheduled and it cannot be scheduled during the week of the absence, it can be scheduled for one of these weeks at the discretion of the instructor, with your approval.
- Only make-ups should be held during these four weeks (Nov 25 – Dec 1, Dec 23 – Jan 5 and Jan 20 – Jan 26). If you have no make-ups due, you will not have a lesson on these four weeks .

The Academic Calendar lists holidays when OCMD administrative staff will not be working (including Labor Day on September 2). This doesn't mean that there will be no lesson on that day. **Always check with the instructor before a holiday to see if he/she is planning to teach lessons on that day!**