

MCAA POLICIES

Absence Policy:

For private lessons, the student must notify the teacher if they will miss a class. If less than 24 hours' notice is given the lesson is automatically forfeited and the student is billed for that lesson. Missed classes due to a true emergency on the student's part should be made up in person or via Zoom whenever possible. Students who skip lesson(s) with **no notification to the instructor** will be billed for skipped lesson(s). After two consecutive skipped lessons with no notification from student, the instructor has the right to terminate student from their studio. We encourage students and instructors to keep an open line of communication so this does not occur.

Group and Ensemble classes missed cannot be made up, due to the nature of the class.

Rescheduled Lesson & Class Policy:

Instructors may need to cancel a regular-scheduled lesson. If the instructor does not schedule a makeup time, the student will receive a credit on their account. Both for the benefit of the student, and to allow for schedule adjustments with our faculty, these lessons may be rescheduled throughout the year. If a student and/or parent agrees to a rescheduled day and time, the student will be charged for that rescheduled activity.

Payment Policies:

Programs are non-refundable 7 days prior to the start date. All refunds incur a \$25.00 service fee.

- Families may choose from paying **MONTHLY** or after each lesson. For the instructors' and our desire to provide you with the best learning outcome, we do ask for a lesson commitment to accommodate scheduling of staff. We encourage you to discuss your lesson goals with your instructor.
- MCAA will send out monthly **e-mail** invoices and does not send out paper billing statements unless a customer specifically requests us to do so. E-mail invoices will be sent within a week after the end of each month.
- In the event that a student does not receive all the lessons they have paid for, refunds will be issued or they may roll over to the next month. Please note this policy does not include lessons a student skips or if the student misses a lesson with less than 24 hours' notice to the instructor.
- Unpaid fees will be turned over to collections. Lessons will cease when no payments have been made on an account. Please let us know if you need to set up a payment plan.

Cash or Check Payments

Can be dropped off in PMC 102

Monday – Friday 8 am – noon, 1 – 5 pm

Check payments

Can be mailed to:

Make payable to: Millikin University

Millikin University Community Arts Academy

Attn: Preparatory Billing

1184 West Main Street

Decatur, IL 62522

Credit Card Payments

<http://shop.millikin.edu>

Billing Questions

Contact the Preparatory Office at 217-425-4698

All MCAA program offerings aside from Private Lessons are non-refundable 7 days prior to the start date. All refunds incur a \$25.00 service fee.

Lessons Calendar:

Many of our instructors provide lessons on a monthly basis. Some of our MCAA Faculty include Millikin Faculty and Millikin Students who will package lesson offerings per Millikin University semester. Each semester includes 16 classes/lesson. If you are not taking monthly lessons, we offer 2 x 16-week semesters; fall and

spring. Students taking private lessons on a monthly commitment will work with their instructor regarding their holiday breaks.

The Fall Term:

August 22, 2022 – December 18, 2022

- Lessons optional during Thanksgiving Break: 11/21- 11/27

The Spring Term:

January 2 – May 21, 2023 with optional shorter term to account for University scheduled Winter Break:

January 23 – May 21, 2023

- Lessons optional during Millikin Spring Break: 3/18 - 3/26, 2023

The Summer Term:

May 22 – August 20, 2023

During the summer, we continue our private lesson offerings as well as summer camps, and mini sessions.

Photography Consent:

Periodically, photographers visit lessons and classes to update our photo library for the purpose of our website, videos and marketing tools. If you or your child object to being included in these photo shoots, please advise us prior to the beginning of lessons or classes. Otherwise, the MCAA reserves the right to select and print photos representative of our program.

COVID SAFETY MEASURES IN PLACE:

- CDC Guidelines are in place
- Masks are optional while indoors
- Online class options are available for private lessons depending upon the instructor.

PARKING:

Classes are located at Perkinson Music Center (PMC): 1184 W Main St, Decatur, IL 62522. Parking is available in the PMC lot or across the street in Westminster Presbyterian Church.

I understand that students are expected to arrive at lessons on time, prepared, with the necessary materials. I understand that if I need to miss a lesson, I am required to give 24-hour notice to the instructor and I understand the payment policy and rules and expectations. I understand that, if unpaid, my fees will be turned over to a collection agency. If I am a Millikin student, I understand that my lesson fees will be charged via my student account and will therefore require payment before I can register for classes.

I grant Millikin University the right to use, for promotional purposes only, any photographs taken of me during my participation in the activity unless advised prior to class/program photography session. I agree that Millikin University may use any statements or quotes attributed to me for marketing purposes in my evaluation of the Activity.

Parent/Guardian Signature (If Student is under 18 years of age).

Printed Name

Date

Student Signature

Printed Name

Date