



Corona Arts Academy

Student Information Handbook

(Revised 1/10/08)

Enrollment Process and Lesson Scheduling

1. Enroll and pay registration fee. Fees and enrollment forms may be sent by mail or brought to the Northpoint Evangelical Free Church (Northpoint) office.
2. Scheduling and instructor preferences must be noted on the enrollment form. (Preferences are not guaranteed, but attempts will be made to honor them whenever possible).
3. Corona Arts Academy (CAA) will contact an available instructor and a lesson time will be scheduled.
4. Instructor will contact student for a phone conference or in-person consultation prior to the first lesson.
5. CAA will bill the student for the first month's tuition according to the rate of the instructor.
6. First month's tuition and a signed Enrollment Agreement form must be received by the academy before the first lesson.

Lesson and class times are arranged through and by CAA and are not to be changed without prior approval of CAA Director.

Students are assigned an instructor for the duration of a session. A change of instructor may be requested for scheduling of the next session.

Registration and Tuition Fees for Private Instruction

Registration for private instruction is open continuously year-round and is available to students of all ages and abilities.

Registration fees:

\$25 for the first session of each calendar year.

\$10 for second or third session of each calendar year for continuing students.

\$10 per session for each additional family member.

Tuition costs will vary depending on the length of lessons and the instructor's rate. Please refer to the current rate sheet for detailed information.

Invoices for tuition payments will be generated and mailed on the 20th of each month and are due on the first day of the following month for all scheduled lessons to occur within that month.

Failure to remit tuition payments before the 10th of the month may result in a \$10 late fee added to the account.

Weekly lesson times are arranged in 30-minute time blocks. However, in some cases, an instructor may require 45-minute lessons; at which time tuition fees will be prorated on an equal minute-per-minute basis.

Continuing Student Registration for Private Instruction

To continue with private instruction from session to session, there is a simplified registration form to be completed. Registration fees will then be added to your next invoice as outlined above. The enrollment agreement signed when first registering with the academy will remain in effect.

Group Class Fees

Costs for group classes will vary by the class length, projected size and content. Please refer to the current rate sheet for detailed information. Fees will be all-inclusive and cover registration and tuition as well as any class material.

Payments

Please make all checks payable to Northpoint. CAA is not responsible for payments lost by the U.S. Post Office. Please do not mail cash.

All registration and tuition payments may be mailed or brought to:

Marvin Engstrom, Director
Corona Arts Academy
Northpoint Evangelical Free Church
988 W. Ontario Avenue
Corona, CA 92882

Cancellations or Withdrawals

Private Instruction:

Registering for a session implies that you are committing to the academy, your instructor and yourself to participate in lessons, practicing, recitals, etc., for the entire session.

Students desiring to cancel their registration in the academy must do so at least seven days prior to the start of the session in order to receive a full refund. After this date, the instructor's schedule is set and the time slot is already reserved. The student must then follow the withdrawal process and be subject to withdrawal fees.

To withdraw from the academy –

- Written notice (by e-mail or letter) must be submitted to the academy at least two weeks prior to withdrawal.
- An early withdrawal fee of \$75 will apply.

- The accounts of withdrawing students will then be prorated (less registration fee) to the withdrawal date on the notice (a minimum of 2 weeks).

A student who intends to discontinue their lessons after the end of a session should notify their instructor in advance as a courtesy.

Group Lessons and Classes:

Registering for a class implies that you are committing to the entire class for the duration.

A minimum enrollment is required for all classes. CAA reserves the right to withdraw any course for which enrollment is not sufficient. If the academy cancels an offering, a full refund will be made to those enrolled.

If a student withdraws at least seven days prior to the start of a class, a full refund will be made.

No refunds will be made to any student who withdraws less than seven days prior to the start of a class.

Academy Calendar and Holidays

Annual calendar pattern:

Fall Session – 20 weeks

Winter/Spring Session – 20 weeks

Summer Session – 12 weeks

Example of 2007 Academy Calendar:

2007 Spring Session – 1/29/07-6/15/07 (*Easter break – 4/2/07-4/6/07*)

2007 Summer Session – 6/18/07-9/7/07 (*Northpoint VBS break – 7/16/07-7/20/07*)

2007 Fall Session – 9/10/07-1/25/08 (*Christmas break – 12/24/07-1/4/08*)

Corona Arts Academy will observe all Northpoint holidays. There will be no lessons, no make-ups and no charge.

Here is a list of holidays observed by the academy:

Christmas Eve/Christmas Day/New Year's Day (*2-week break*)

President's Day

Easter Break /Good Friday (*1-week break*)

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving and the day after

Tardiness

Students should be punctual for lessons. Time lost due to student tardiness will not be made up.

Instructors will be responsible to wait 10 minutes before a tardy student is considered absent.

Absences and Make Up Lessons (Private Instruction)

There will be no refunds for absences.

A 24-hour notice must be given to the instructor in order to schedule a make up lesson. The only exception considered will be for same-day illnesses.

Instructors will make up no more than two lessons per student per session.

If an instructor chooses not to schedule a make up, the lesson will be refunded up to two lessons per student per session.

Additional absences will be forfeited without refund.

If an instructor is absent, the instructor will be responsible for scheduling a make up lesson. If a make up lesson cannot be scheduled or an instructor chooses not to offer one, the lesson will be refunded.

In the event that an instructor will be absent for an extended period of time (2 weeks or longer), the Corona Arts Academy reserves the right to utilize a substitute instructor, at the request of the instructor, to allow the student to continue the flow of regular instruction.

If the instructor or the academy is forced to cancel lessons for any reason, the student will be given a refund.

The Corona Arts Academy reserves the right to dismiss any student due to lack of interest or promptness, frequent absence (more than three consecutive lessons), behavioral problems, delinquency in payment of fees, or failure to abide by CAA policies.

Materials

It is the responsibility of the student to purchase and obtain all materials needed for private instruction.

The instructor will indicate any materials needed during the pre-lesson conference. These may be obtained online or at local music stores.

In some instances, the instructor may provide you with materials. In these cases, any reimbursement will be paid directly to the instructor.

Church Musicianship

All lessons in all disciplines will include instruction pertaining to church musicianship. As a part of the vision of CAA, we desire to equip our students with musicianship skills that are often required of church musicians. This may consist of a variety of music skills; including but not limited to: transposing, harmonizing, ear training, playing chord charts, improvisation and embellishment.

Practicing and Instruments

Practicing is an essential element for a student's progress. CAA strongly encourages daily practice routines in the home for all areas of study. We ask that students follow the directions of their instructor in regards to practicing.

Students must have access to a readily available instrument for daily practice in the home. CAA does not provide these instruments.

Recitals and Performance Opportunities

Performance is an important element of musical studies. There is no substitution for the performance experience.

Corona Arts Academy will host recitals three times a year at the end of each session. Students of all disciplines are strongly encouraged to participate.

Other performance opportunities may occur and should be worked out individually between the student and instructor.

Progress Report/Session Evaluation

A Progress Report for each student will be completed by the instructor and mailed at the conclusion of each session.

In order to improve our service to all students, we ask that all students (or parents of students) fill out a Session Evaluation form at the end of each session.