



Student/Parent Handbook

2017-2018

Inspiring | Engaging | Transforming

one life at a time

MajestyMusicAcademy.com

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Majesty Music Academy empowers people of all ages and abilities to thrive musically by providing premier classical music performance and study. Majesty Music Academy is committed to the goal of providing a safe learning environment. All MMA faculty and staff pass an annual criminal background check and are certified in child safety training.

Majesty Music Academy does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in admission to its programs and activities. Additionally, Majesty Music Academy is committed to providing a safe environment that is free from all forms of harassment. Majesty Music Academy will not tolerate any form of harassment including sexual harassment by faculty/staff, students, or third parties.

Majesty Music Academy reserves the right to change or revise these policies at any time without prior notice. MMA updates, reminders and announcements will be shared online with our patrons via our secure Web site Student/Parent portal at MajestyMusicAcademy.com. A patron's use of our site following any such change constitutes his/her agreement with all posted updates and his/her agreement to be subject to the terms of said policy updates.

ABOUT

We are a diverse community of professional Christian musicians offering premier classical music lessons and group instruction for students of all ages and abilities. Our goal is to provide opportunities for musical and spiritual growth to the students and families of MMA, our Greenville community, and our world at large through excellence in classical music performance and study.

ARTISTIC EXCELLENCE

Our program creates an environment of excellence, promoting joyful student artistic success.

Private classical lessons are the backbone of the finest music study worldwide. Designed for the serious pianist with collegiate and professional aspirations, adult hobbyists, and beginners alike, our piano lessons are taught on acoustic pianos.

We are teachers of teachers. Unlike the average community music school, a majority of our teachers possess advanced degrees and bring a wealth of experience. Our early childhood development specialists have a passion for the developing musician, and our veteran concert performers and professional artists are consummate teachers dedicated to the success of aspiring young artists. Our former students now span the gamut of the professional music world as successful performing artists, award-winning composers, recording artists, studio teachers, university and conservatory chairs, professors, and world-renowned sacred writers and arrangers.

JOYFUL MUSIC-MAKING

Learning music is a lifelong process. The best way to explore the language of music is with the help of a qualified and experienced teacher. We offer pre-school group programs, private lessons for pre-college students, and lessons for adults who are interested in learning a new instrument or revisiting an old friend.

A strong sense of commitment, passion, and integrity is characteristic of our MMA students. Parental guidance for our pre-college students is a must. Consistent joy in music-making through weekly practice, intentional progress, exploratory listening and improvisation, technique, theory, music literature and history, and nurturing performances is the norm.

OUR MISSION

Our program of classical music study develops the whole musician—intellectually, physically, socially, emotionally, and spiritually. Joyfully lighting the path for every student—from new musicians to tomorrow’s concert artists—Majesty Music Academy provides expert instruction highlighting performance, technique, repertoire, theory, counterpoint, composition, improvisation, sight-reading, and music history. Our perfectly balanced combination of private lessons, performance classes, and recitals prepares students to confidently take center stage. As a premier music training center, Majesty Music Academy is a team of passionate, professional Christian musicians who are dedicated to creating a nurturing, yet challenging environment that promotes a lifelong enjoyment of great music to the glory of God.

GENERAL GUIDELINES

ATTENDANCE, PRACTICE REQUIREMENTS AND PROGRESS REPORTS

MMA will contact each student at the beginning of each term to schedule lessons/sessions. We accept students any time on a rolling basis. No student may change teachers except between terms. Lessons will convene weekly at the regularly scheduled time. Those choosing to switch lesson times may do so for a Change Fee of \$25 per scheduling change (subject to teacher availability).

Out of professional deference to those on our waiting list and to maintain the excellence of our program, students will be dropped for poor attendance, as well as inconsistent practice and preparation. At the end of each term, parents will receive a progress report giving an evaluation of the student's aptitude, ability, attitude and progress. The Spring Term report will indicate whether the teacher considers it advisable for the student to continue lessons.

See "Practice & Performance" guidelines below on page 11.

EARLY WITHDRAWAL

No refunds will be made for early withdrawal.

MISSED LESSONS

The teacher is under no obligation to make up lessons missed by the student.

Students are expected to notify their instructor 24 hours in advance if they must miss lessons or sessions. Students who are running a fever, coughing, sneezing, exhibiting cold symptoms, or have missed school that day due to illness should not attend their lesson onsite, but rather, at their own discretion, may opt to take that lesson online at the regularly scheduled time by letting their instructor know in advance. Out of fairness and respect for the full schedules of both students and our professional teaching and performance faculty, lessons missed by students are forfeited.

Lessons postponed by the teacher will be made up or taught by a substitute instructor before the end of the term. If a teacher has scheduled a make-up lesson, the time having been agreed upon by the student (and parent), the teacher is under no obligation to make up this lesson should the student be absent.

There are no summer make-up lessons. Rescheduling will not take place with advanced notice.

Students are expected to arrive on time to lessons, performance classes or recitals with the proper materials. Any time missed due to tardiness will be forfeited by the student. Lessons will end on time.

INCLEMENT WEATHER

MMA does not cancel lessons due to inclement weather.

Should Greenville County Schools cancel or delay classes, our regular lessons will convene online as scheduled via our Web site or virtual lessons. If a particular teacher must reschedule lessons due to weather, then lessons will be made up according to the above guidelines.

HOLIDAYS AND BREAKS

Our MMA program year begins the day after Labor Day. MMA will be closed for the following holidays:

- Thanksgiving Week (Tuesday – Sunday)
- Winter Break (The Last Two Weeks of December and The First Week of January)
- Easter Holiday (Good Friday)
- Spring Break (according to the Greenville County Schools schedule)
- Memorial Day Week
- Independence Day
- Labor Day

PERFORMANCES (See page 13 for more details).

Student performances play an important role in the development of a good musician. Many of our students participate in performance classes, master classes, recitals, festivals, and competitions. Recitals are scheduled on certain weekday evenings and Saturdays. *Consistent weekly practice/progress and performance in our annual Spring Recital are expected to retain a place in our program.*

Adult hobbyists enrolled in our program who elect not to perform publicly will have ample opportunities to informally share music, fellowship and food at our music social events held periodically in private homes. Our music socials are open to all currently enrolled MMA adults.

INTERVIEW LESSONS

All new students must schedule a required 30-minute interview lesson for a charge of \$34. This enables the student (and parents) to meet the teacher, see our facilities, and determine if our course of study is best for you. Your session will be scheduled once payment is received via our Web site.

An interview lesson may not be rescheduled or refunded.

INSTRUMENT RENTALS

Instrumentalists should speak with their teacher prior purchasing or renting an instrument. We recommend the following local dealers for orchestral instrument rentals:

- Musical Innovations: <http://www.musicalinnovations.biz/rental-program/>
- Pecknel: <http://www.pecknelmusic.com/info/Rental-Purchase-and-Lease-Overview-11.html>
- Bernhardt House of Violins: <http://www.bernhardtviolins.com/>

ACOUSTIC PIANO RENTALS AND PURCHASE

It is essential to have an acoustic piano accessible for practicing on a daily basis. An electronic keyboard does not provide the same touch as a piano and is often limited in the number of keys it contains. There are many places where you can rent or buy a used piano. Be sure to mention Majesty Music Academy when contacting these dealers:

- New and used acoustic pianos for sale:
 - Case Brothers of Spartanburg : kplumbley@casebrothers.com
 - Robert Jones Pianos & Organs of Greenville <http://robertjonespianos.com/>
 - Piano Central of Greenville <http://pianocentral.net/new-pianos/yamaha-pianos>
 - Piano Works of Atlanta <http://www.pianoworks.com/>
- Rental acoustic pianos:
 - Case Brothers of Spartanburg
 - Robert Jones Pianos & Organs of Greenville

PIANO TUNER/TECHNICIAN

Looking for a piano technician? Micah Hamilton of Hamilton Piano tunes the pianos at Majesty Music Academy, and many other Greenville venues and private homes. He may be reached as follows:

- Telephone: 319.899.1312
- E-mail: hamiltonpiano@hotmail.com

CURRICULUM

See MajestyMusicAcademy.com for our most current program listing.

PRIVATE INSTRUCTION (All ages and abilities)

Weekly, individual lessons in piano, voice, classical guitar, mandolin, banjo, ukulele, violin, viola, cello, bass, trumpet, horn, euphonium, flute, clarinet, saxophone, oboe, bassoon, and percussion are offered at beginning, intermediate, and advanced levels to students from the greater Greenville area. These options for advanced students are available online as well. **Your teacher will help you determine an appropriate lesson length.**

Unlike the average community music school, a majority of our faculty possess advanced degrees and a wealth of teaching experience. We are qualified, extremely dedicated teachers who have served professionally on college and conservatory faculties, and are active performers and composers. It is our goal to nurture the artistic potential of every student, whether music serves as vocation or avocation.

Instrumental instruction generally begins at age 7. Voice instruction generally begins at age 12.

YOUNG ARTISTS (Ages 13 and up)

We also offer an accelerated program for serious students with collegiate and professional aspirations. Master classes, competitions, solo recitals and festivals prepare students to take the stage with poise and confidence. Audition required.

ONLINE LESSONS AND CRITIQUES

Online lessons are available for advanced pianists and church musicians as well.

We also offer online critiques for musicians preparing for auditions or competitions for a one-time fee of \$40. You may upload your 15-minute video program via our Web site and will receive a written critique within two weeks of submission.

“Live,” interactive 30-minute critiques are available for a one-time fee of \$50.

PRESCHOOL CLASSES

Younger students may enroll in two specialized programs of instruction focusing on developing the whole child. Majesty Music Academy is proud to present two all-new programs to the Greenville area:

WUNDERKEYS® (AGES 4 TO 5)

An encouraging first experience in piano lessons is vital to your child’s future musical enjoyment. Our WunderKeys private and partner lessons program is specifically tailored to the very young pianist with imaginative games, finger play and a foundational understanding of piano playing. Parental involvement in practicing is necessary. Give your child a positive, engaging, and fun head start in music, math and life.

30-minute sessions.....\$112/mo

KINDERFLUTE™ (AGES 4 TO 8)

Loving music and learning to play the flute are only the beginning. Younger students will flourish in our exciting, innovative program exclusive to the Greenville area. This award-winning, systematic approach incorporates group play, music games, movement activities, and a well-rounded curriculum to develop impeccable tone & technique. No instruments are needed for your two FREE introductory classes.

Mrs. Amanda Barrett.....Wednesdays at 11am

60-minute (10 weekly sessions)..... \$62.50 /mo

ADULT GROUP INSTRUCTION

We offer semi-private lessons and group study for beginners in guitar and voice, as well as the most of the standard orchestral instruments. We also offer partner piano lessons for adults wishing to study duets and duos. Enjoy a relaxing, inspirational evening of beautiful music-making with friends. Our semi-private lessons and smaller classes for adult hobbyists (ages 16+) are the perfect respites from the pressures of your day. We recommend Pecknel Music, Bernhardt House of Violins, and Musical Innovations for instrument rentals and purchase.

Ages 16 and up

BEGINNING VOICE

Tara Solomon.....Mondays at 5pm

BEGINNING VIOLIN & VIOLA

Becca Grove.....Mondays at 5:30pm

BEGINNING PERCUSSION

Rob Schoolfield.....Mondays at 6pm

BEGINNING GUITAR

Dr. Rajesh Gandhi.....Mondays at 7pm

ELEMENTS OF CONDUCTING

Dr. Beth Eubank.....Tuesdays at 5:45pm

BEGINNING WOODWINDS

Alex Fields.....Tuesdays at 6:45pm

BEGINNING TRUMPET

Dan KirsopTuesdays at 7:30pm

45-minute (12 weekly sessions).....\$95/mo

ACADEMIC CALENDAR

See MajestyMusicAcademy.com for our most current MMA calendar. Our Fall Term begins the day after Labor Day.

Our Spring, Summer and Fall Terms are 14 weeks each including lessons, performance classes, and our annual recital. Students will receive a minimum of 13 lessons, one performance class, and one recital each term. Other performance opportunities include weekly studio classes, studio recitals, community performances, festivals, competitions, and more. Extra lessons and weekly studio classes are available for an additional fee. A sample reference calendar is available below.

MMA 2017—2018

Term Dates

Fall Term.....Sept. 5–Dec. 15
Spring Term.....Jan. 8–April 21
Summer Term.....April 23-Aug. 3

MMA Holidays

Labor Day..... Sept. 4
Fall Break..... Oct.19-20
Thanksgiving Break.....Nov. 22-24
Winter Break..... Dec. 21-Jan. 1
Easter Holiday (Good Friday)..Mar. 30-Apr. 1
Spring Break..... April 2-6
Memorial Day Break..... May 28–June 1
Independence Day.....July 4

Summer Term: 14 Weeks

A minimum of 7 weeks' summer study will reserve your place for the Fall Term. We encourage our students to study every week that they are at home in the summer, taking advantage of a more relaxed schedule. Students often make significant progress during summertime. Lesson packages are available on a prorated basis. Summer lesson schedules may be made in cooperation with your teacher, choosing mutually convenient lesson dates.

There are no summer make-up lessons.

FACILITIES PROTOCOL

Majesty Music Academy is committed to premier music instruction for students of all ages and abilities. We create a culture of excellence. Please observe the following patron guidelines to ensure a positive learning environment for all:

1. **No outside food (including chewing gum or candy) or beverage are permitted at Majesty Music Academy.** Please eat meals or after-school snacks prior arriving on-site. MMA is a smoke-free, alcohol-free, drug-free zone.
2. **All students must wash their hands upon entering MMA prior touching our pianos.** Fingernails are to be kept short. Restrooms with sinks are located in the rear hall corner near the drinking

fountain. *Students should use the restroom and wash their hands before sessions as they will not be excused to do so during a class or lesson, except for emergencies.*

3. Parents and guardians are welcome to attend any lesson with their child. Friends, siblings, and other relatives should make plans to wait quietly elsewhere. **Please silence all cell phones and electronic devices.** Our lobby has free Wi-Fi and comfortable seating for those choosing to wait quietly on-site. Studios are available for our MMA sessions only—not for student practice or guest use. Patrons should also refrain from handling or moving furniture, instruments, music equipment, the personal belongings of our staff, or instructional materials.
4. A parent or guardian must accompany students under the age of 12 to and from the studio for his/her lesson. Children are to remain with their parent or guardian until the child is with the instructor for their lesson. Children are to be dropped off and picked up in a timely manner. Majesty Music Academy is not liable for students before or after their lesson time. No child may be left unattended on our premises.
5. Parking is available in front of our building along Wade Hampton. Please avoid parking in the veterinary lot adjacent to our property or across the street. Those parking off-site are subject to towing at the owner's expense.
6. **Sessions will begin and end on time, regardless of the time students arrive.** Any time missed due to student tardiness is forfeited by the student. Arriving on time avoids encroaching on other students' lesson times and shows respect for the instructor. All students deserve the full benefit of their individual lesson times. ***Professional courtesy dictates that students notify their instructor if they are running late or let him/her know in advance when planning to miss a session.*** Students arriving habitually late will forfeit their lesson time in our schedule without refund.
7. Parental involvement is vital to the success of pre-college students. Students who consistently engage in quality practice time make the best progress. Parents are encouraged to monitor the practice time of their children (see "Practice & Performance" below). Our students are expected to practice daily, Monday through Saturday, according to the recommendations of the instructor. Majesty Music Academy reserves the right to terminate lessons for those showing a consistent lack of commitment.
8. Students are expected to bring all instructional materials—including scores, books, assignment notebook, handouts, pencil, metronome/tuner, (and instrument for instrumentalists)—each week to lesson in their Majesty tote. Weekly progress as a result of consistent practice, curiosity, commitment to lessons and performances, and intentional focus is our MMA norm. It is difficult to have a productive lesson when students fail to bring ALL of their materials.
9. Students are to address their instructor respectfully by his/her professional title, such as "Dr.," "Miss," "Mrs.," or "Mr." Session etiquette of our highly qualified faculty is professionally congenial, expectant, and full of discovery. We expect no less of our students. MMA reserves the right to cancel any session without refund should a student exhibit ill manners or misbehavior.
10. **Teachers are under no obligation to make up lessons missed by the student.** Rescheduling will not take place with advanced notice. Out of fairness and respect for the full schedules of both students and our professional teaching and performance faculty, lessons missed by students are forfeited. All tuition and fees are non-refundable. No refunds will be given for early withdrawal. ***Lessons postponed by instructors will be rescheduled or taught by a substitute instructor***

before the end of the term. If a teacher has scheduled a make-up lesson, the time having been agreed upon by the student (and parent), the teacher is under no obligation to make up this lesson should the student be absent.

PRACTICE & PERFORMANCE

PRACTICING 101

Practicing daily can be one of the most joyful, creative, freeing, and rewarding of activities. Follow the recommendations of your instructor. Your teacher will give specifics for each facet of your assignment (theory, musicianship, technique, repertoire, etc.). Establishing good self-discipline habits from practicing efficiently puts one on the road to success, both in music and life. Following are a few proven techniques:

1. Good practice habits include disciplined, daily study at the same time every day. Generally, the better you practice, the better you will become.
2. The length of daily practice for beginners should be equal to the weekly lesson length.
3. Your practice space is a haven. It should be clean, quiet, free of distractions (silence people, pets, and electronic devices), and well lit. Keep your instrument tuned and maintained: tune your piano every six months.
4. Think quality over quantity. If you find you're unable to concentrate, take a short break.
5. Focus. Think. Prepare. Play.
6. Practice slowly for accuracy.
7. Listen for beauty of sound: the gesture is the sound.
8. Thoughtful repetition focusing on accuracy and ease of motion will strengthen your muscle memory.
9. Review your teacher's notes every day, both in the assignment book and in your music score.
 - a. Always have a goal in mind when planning your practice session.
 - b. Isolate one aspect of the music at a time—such as fingering, articulation, expressive markings, dynamics, phrasing, balance between melody and accompaniment, and rhythm. Layer concepts as you master each one individually.
 - c. Use a metronome for rhythmic steadiness or to build towards performance tempo.
 - d. Count aloud while tapping or clapping challenging rhythms. Then play them slowly counting aloud.
 - e. Play slowly, hands separately. Then play twice as slowly, hands together.
 - f. Listen for clarity of pedal.
 - g. Analyze the form of your piece, noting similarities and differences in patterns.
 - h. Divide and conquer in small sections.
 - i. Listen to artistic recordings of your pieces to help you develop a good sound ideal.
10. Keep a practice journal. Record your practice time, noting what you accomplished and what still needs attention. Review these notes along with your teacher's notes when beginning your next practice session.

PARENTAL GUIDANCE

Majesty Music Academy sets students up for success, both in music and life. We promote an atmosphere of positive, open communication among our students, parents, and faculty. Younger students will need supervision during lessons and practice. Please provide music books, a working metronome (many apps such as Tempo for iPhone are available), and other materials, as requested. Check your texts and e-mail regularly for MMA messages. Develop a good relationship with the teacher, communicating openly and frequently. Provide quality listening music for your child to help them develop a broad background and knowledge of classical music.

Perfect practice makes perfect. Accuracy is key. Watch for correct posture, hand position, fingering, supple wrists/shoulders, etc. Follow the instructor's written weekly assignment goals.

A good piano duet bench (such as a hydraulic lift bench) or proper instrumental music chair (such as Wenger) are a must. Footstools for dangling feet are recommended for little ones. Singers and instrumentalists will need a music stand. Wash your child's hands with warm, soapy water before touching the instrument and keep his/her fingernails short to ensure proper technique and hand position.

Be encouraging to help your child stay focused and engaged. Provide time, positive support, and discipline for regular and consistent practice. Remind your child every day to practice, as many younger students may not have the initiative to do this on their own. Many students find that right after school or just before dinner are good times to practice. Some divide longer practice time into "before school" and "after school" sessions. Help your child organize his/her practice session by reviewing the lesson assignment to ensure reasonable preparation for lessons.

The day of the lesson, be sure the student arrives early with all assigned lesson materials and nails trimmed short, allowing plenty of time for him/her to wash hands and focus for the lesson. It is difficult to have productive lessons when students fail to bring ALL lesson materials. *Students should use the restroom and wash their hands before sessions as they will not be excused to do so during a class or lesson, except for emergencies.*

If your child is coming from sports or another physical activity, please see that he/she is dry of sweat (or has taken a shower), wears clean socks and a clean shirt, and uses deodorant. Snacks and drinks should be enjoyed before coming to MMA, as outside food (including candy and chewing gum) and beverages are not permitted on our premises. Furniture, music equipment, instruments, and personal property of the MMA staff are not to be handled or moved. Patrons should wait quietly out of respect for ongoing lessons and sessions. ***Please deactivate all cell phones and electronic devices upon entering a lesson or session.***

Please arrive 30 minutes early for recitals and stay until ALL performers have played. Dressy evening or Sunday attire is appropriate. See "Performance Attire" below.

STUDENT RESPONSIBILITIES

Your teacher will give you a weekly assignment with practice recommendations. Review this daily and follow the instructions. Ask questions. Practice every day, keeping a written record in your practice journal.

Get plenty of sleep the night before your lesson. Eat wisely. **Come to lessons with your assignment well-prepared and your hands clean with finger nails trimmed short** for proper technique and hand position. **Bring all assigned materials** such as your assignment notebook, music scores, theory/musicianship/technique materials, metronome, pencil, and other items in your Majesty tote bag. Keeping your music materials together in your tote throughout the week will prevent your losing them. **Arrive early. Wash your hands and use the bathroom before coming to lesson.** *Students should use the restroom and wash their hands before sessions as they will not be excused to do so during a class or lesson, except for emergencies.*

If you are coming from sports or another physical activity, please towel dry yourself of sweat (or take a shower), wear a clean shirt and clean socks, and use deodorant. Snacks and drinks should be enjoyed before coming to MMA, as **outside food (including candy and chewing gum) and beverages are not permitted on our premises.** Furniture, music equipment, and instruments—as well as personal property of the MMA staff—are not to be handled or moved without permission. **Please deactivate your cell phone during lessons.**

PERFORMANCE OPPORTUNITIES

Majesty Music Academy provides many avenues for students to hone their performance skills:

- MMA Annual Spring Recital
- Studio Recitals
- Student Recitals
- Community Performances
- Master Classes
- Competitions
- Festivals
- Studio Classes
- Performance Classes
- Music Socials for Adult Hobbyists
- Field trips, special events, and more....

PERFORMANCE ATTIRE

Please plan to arrive 30 minutes early for MMA recitals and stay until ALL performers have played. Dressy evening or Sunday attire is appropriate.

Performance attire guidelines:

- Onstage dresses for young ladies should have a modest neckline (avoid strapless or low-cut), have sleeves (avoid sleeveless), and fall well below the knee when sitting.
- Young men may wear either a suit and tie, sports coat and tie, or tuxedo.
- Preschoolers may wear dressy outfits.

Performance and studio classes are casual, informal events where regular school attire is appropriate.

TUITION & BILLING

See MajestyMusicAcademy.com for our most current fee schedule.

We accept online payments only. A 2.75% processing fee is applied to each payment. All payments are non-refundable.

TUITION

Private Lessons (14 sessions)

30min (Young Beginners Only)	\$119/mo
45min	\$164.50/mo
60min	\$217/mo

Young Artists (14 accelerated sessions)

45min	\$189/mo
60min	\$248.50/mo
90min	\$357/mo

Online Lessons (14 sessions)

45min	\$164.50
60min	\$217/mo
90min	\$329/mo

Online Critiques

15min Virtual Written Critique	\$40
30min "Live" Online Critique	\$50

WunderKeys (Ages 4–5)	\$112/mo
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KinderFlute (Ages 4–8)	\$64.50/mo
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Adult Evening Classes (Ages 16+)	\$95/mo
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CONVENIENT MONTHLY BILLING

Majesty Music Academy accepts students any time on a rolling basis. We offer flat-rate monthly billing during the academic year and prorated monthly billing for summer study. Tuition is due the first of each month. A late fee of \$35/week will be assessed for payments not received by the due date.

Please Note: If payment is not received within TWO WEEKS of the due date, lessons will pause and the late fee of \$35 will be charged. Lessons will resume once payment is received in full.

Tuition is the same for each month of the school year. The amount is calculated according to the total number of sessions each term. Tuition rates will be reviewed each Fall Term and adjusted as necessary.

Tuition is due prior the first session of the term and is billed continuously on a monthly basis. If a student enrolls mid-month after sessions have begun, that month's tuition will be prorated.

No refunds will be made for early withdrawal.

We accept online payments only. All payments are non-refundable.

Once enrolled, for your convenience, your credit card or bank account will be automatically debited according to your elected payment plan. MMA tuition payments will appear on your monthly credit card or bank statement. MMA students are enrolled continuously until they let us know otherwise.

Our office must be notified of any changes in your enrollment in writing 30 days prior the next billing cycle. Students (parents) are responsible for notifying our MMA office with updates in billing and account information (name change, mailing address, phone number, e-mail address, etc.) Students (parents) are responsible for meeting all published deadlines.

ADMINISTRATIVE FEE

A non-refundable administrative fee of \$28/student is due at the beginning of each Fall, Spring and Summer Term. This fee is assessed with the first month's tuition and covers venue rentals and other MMA amenities for the term.

OTHER EXPENSES

At the recommendation of your teacher, these will be billed on your monthly statement as needs arise:

- Music and instructional materials expenses: \$50 and up
- Entry fees: Additional fees for those choosing to participate in competitions, festivals, music camps, invitation-only recitals, master classes, and other special musical outings and events will be billed as they occur.
- Studio Class: Weekly piano studio classes are available upon request for an additional monthly fee of \$35.
- Extra Lessons: Students may sign up for additional lessons (beyond the 14 term sessions) before the start of the following term. Simply discuss with your teacher the number of additional lessons and inform the office of the number of lessons agreed upon. We will prorate your next monthly statement accordingly.

REFUNDS

Full refunds including administrative fees will be made in cases of insufficient enrollment that results in cancellation of a class, group activity or workshop. No other refunds will be made.

LATE PAYMENTS

Majesty Music Academy reserves the right to charge a weekly penalty fee of \$35 if a payment for the student's current balance has not been received by its due date. **Please Note: If payment is not received within TWO WEEKS of the due date, lessons will pause and a late fee of \$35 will be charged. Lessons will resume once payment is received in full.**

INSUFFICIENT FUNDS

A \$25.00 NSF fee will be assessed for declined payments.