



## Student Guide & Policy Manual

### Location:

The Edge Academy of the Arts (@ The Grove City Church of the Nazarene)  
4770 Hoover Rd.  
Grove City, OH 43123  
614.875.2551 ext. 208

\*\*Use the South Main Entrance (next to the Play Place) when arriving for your lesson.

### Contact Information:

Laura Hakes, Academy Administrator  
  
(614) 875-2551 x208  
  
lhakes@thenaz.church

### Hours of Operation:

***Administration Office Hours***  
**Monday-Thursday 9am-5pm**

***Lesson Hours***  
**Monday-Thursday 10am-8pm**

*(\*Teacher availability may vary within these hours)*

### Communication:

E-mail is the preferred method of communication. Contact Laura Hakes at lhakes@thenaz.church for scheduling of lessons or any changes in your preferred lesson day/time. In the event of a student absence or tardiness, contact the teacher directly.

### **Waiting Area Policy:**

The lobby (just inside the South entrance) is available for students, parents, friends and family members to wait while lessons are taking place. If you arrive early for your lesson, please wait in the lobby and walk back to the music department five minutes before your scheduled lesson is to begin.

Parents of students ages 12 and under, please wait with your child in the lobby until it is time for the student's lesson and escort them back to the studio (unless prior arrangements have been made with the teacher). It is the parent's responsibility to make sure the student is dropped off and picked up properly and on time. The Edge Academy is not responsible for students outside of the lesson.

### **Lesson & Class Etiquette:**

- Students are not allowed in the studios unless a teacher is present.
- Food and drink are not allowed in the studios. Water bottles are acceptable.
- Chewing gum should be disposed of before coming into the studios.
- Help us keep the mirrors and windows clean by not touching or leaning on the mirrors in the studios.

### **Private Lesson Tuition Policy:**

**\*All private lessons are \$25.00 per lesson per student.**

**\*If there are 5 weeks in a month, the student will pay for the 5<sup>th</sup> lesson.**

\*Tuition is due by the first lesson of each month. Tuition can be paid via cash or check (made out to "GCCN") **OR** pay online at **edgeartsacademy.com**. Tuition is not pro-rated for absences.

- A written 30-day notice is required when stopping or suspending lessons. Tuition will not be credited or refunded for partial months.
- Books and materials are to be purchased by the student/family.

Unlike many of the other competitive music schools and studios in the Columbus area, The Edge Academy does not require a registration fee on top of the cost of monthly tuition. The only "fee" a student may incur is for any materials they may need to purchase. All materials purchased by the student belong to the student, even after the student elects to stop taking lessons.

### **Class Tuition Policy:**

Tuition is due by the first class of each session. Refunds will not be given for missed classes or in the event that the student elects to withdraw from the class before the end of the session.

**Class Tuition Rates:** Vary depending on the class offering and materials necessary for the class.

### **Late fees:**

Tuition not submitted within 10 days past the first lesson or class session will incur a late fee. All accounts 10 days past due will be charged an additional \$15 (plus the cost of tuition). Late notices will be sent via email.

- Payments 20 days past due will result in lesson suspension.
- Payments 30 days past due will be terminated and the date and time slot will be released for new students.

### **Attendance:**

We encourage you to and stress the importance of NOT MISSING LESSONS/CLASSES, unless there is an emergency or sickness. Regular and consistent attendance is important. We have found that students feel a lack of confidence in lessons/classes due to multiple absences.

### **Absences:**

Please call or text the teacher if you know in advance that the student will be absent from a lesson or class. No refunds or make-up lessons will be offered in the event that a student must cancel a lesson.

### **Makeup Lessons**

- Makeup lessons are **not offered for holidays or inclement weather cancellations.**
- If the student's teacher is unable to teach a lesson, the teacher will notify you by phone or text. In this event, teachers will make every effort possible to schedule a make-up lesson with the student. The teacher will give the student (at minimum) 2 alternative lesson times for the make-up lesson. *In the event that the student cannot attend either of these lesson times, the lesson will be forfeited and no refunds will be given.*

### **Withdrawing from Lessons**

A 30-day cancellation notice is required in writing for withdrawing from private lessons.

### **Inclement Weather and Emergency Policy:**

The Edge Academy does not follow any school system's inclement weather policy. If inclement weather occurs, check your email for updates. **If the Grove City Church of the Nazarene is closed due to inclement weather or other emergency circumstances, the Academy WILL ALSO BE CLOSED.** This information will be broadcast on the WBNS television station. Teachers will make every effort to contact students if the building/Academy will be closed for any reason and lessons/classes cancelled. Classes & lessons cancelled due to inclement weather will not be made up. Refunds or tuition adjustments are not made for missed classes due to inclement weather.

### **Summer Schedule:**

Camps may be offered during the summer in place of classes. Private lesson will continue throughout the summer. If a student elects to discontinue lessons for the summer, their lesson time and/or teacher is not guaranteed when they return to lessons in the fall. If you wish to reserve your current place on the teacher's roster and elect to not take lessons during the summer, you will be required to pay the full tuition rate to reserve your spot.

### **The Academy will be closed these dates:**

<b>Good Friday</b>	<b>Friday, March 30, 2018</b>
<b>Memorial Day</b>	<b>Monday, May 28, 2018</b>
<b>Independence Day</b>	<b>Wednesday, July 4, 2018</b>
<b>Labor Day</b>	<b>Monday, September 3, 2018</b>
<b>Thanksgiving Break</b>	<b>Wednesday, November 21-23, 2018</b>
<b>Christmas Break</b>	<b>Monday, December 24, 2018-January 2, 2019</b>



# Policy & Procedures Acknowledgment

I, \_\_\_\_\_ (print parent/guardian name or student name if over age 18)  
acknowledge that I have read, understand, and agree to the policies and procedures outlined in this  
manual by ***The Edge Academy of the Arts*** on behalf of the following student(s):

Student's Name \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's Name \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian/Student\* Signature  
*\*Students may sign if they're over 18 and are  
paying for services themselves.*

\_\_\_\_\_  
Date Signed