

# **Music Academy – Voice Division Policies**

## **Enrollment**

Students enroll by the quarter, and are expected to continue in the program through spring term. (Summer study is optional.)

## **Tuition**

Initial fees are payable at the time of enrollment. Subsequent tuition bills are mailed prior to the new term. *Bills must be paid in full before lessons begin each quarter.* If a second bill is sent, a 5 percent late charge will be added. The Academy reserves the right to discontinue lessons if tuition is not paid. Northwestern University charges a \$30.00 service fee on returned checks.

## **Refunds**

Full refunds will be given only if a student withdraws before the beginning of a quarter for which full tuition has been paid. No partial refunds will be made after the fourth week.

## **Missed Lessons**

If a private lesson is missed because of student illness, the time may be made up at the discretion of the instructor - provided s/he is notified 24 hours prior to the lesson. (No more than one make-up lesson can be assured each quarter.) Missed group lessons cannot be made up. Instructors are not required to reschedule lessons missed because of vacation, sports activities, concert tickets, etc.