

OVATION UNIVERSITY

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2011-2012 Ovation University Policies and Procedures

Operational Information

1. **ENROLLMENT.** Ovation University is a year-round music school. New enrollment is accepted year round. There are three plans available for enrollment.
 - Plan A -40 weeks - \$1,000.00/ half hour lesson, \$2,000.00/ one hour lesson
 - Plan B - 16 weeks - \$440.00/ half hour lesson, \$880.00/ one hour lesson
 - Plan C - 1 lesson - \$30.00/half hour or \$60.00/one hour - minimum 4 lessons
 - For the convenience of our clients, there is a monthly payment plan set up as an ACH debit from your account. (Please see attached schedule)
 - A completed Agreement for Music Lessons and registration fee are required for enrollment in the music courses provided at Ovation University and must be received BEFORE FIRST LESSON.
 - Ovation University's **Exploratory Music Programs** are not included in the standard lesson price and must be enrolled in separately.
2. **PLEASE NOTE: New enrollment is accepted throughout the year.**
3. **HOLIDAYS.** The studio will be closed the following dates:
 - **2011 August Summer Break** - (Tuesday, August 2, 2011- Wednesday, August 10, 2011)
 - **Labor Day** (Monday, September 5, 2011)
 - **Fall Break** (Wednesday, October 19, 2011 – Friday, October 21, 2011)
 - **Thanksgiving** (Monday, November 21 – Friday, November 25, 2011)
 - **Winter Break** (Tuesday, December 20 – Tuesday, January 3, 2012)
 - **Spring Break** (Monday, March 19 – Friday, March 23, 2012)
 - **Memorial Day Break** (Monday, May 28 – Friday, June 1st, 2012)
 - **Independence Day Week** (Monday, July 2 – Friday, July 6, 2012)
 - **August Summer Break** (Monday, August 6 – Wednesday, August 15, 2012)
 - **PLEASE MARK YOUR CALENDARS FOR THESE DATES**

4. **INCLEMENT WEATHER.** Ovation University will follow the Tulsa Public Schools closings in the event of inclement weather. Make-up days for missed lessons due to inclement weather will be scheduled on regular make-up days, the 2nd Saturday of each month.

Withdrawal and Absentee Policy

1. **WITHDRAWALS & SUSPENSIONS** Students may withdraw from or suspend their lessons only in the event of one of the following situations:
 - (i) A student may withdraw if he or she suffers a debilitating injury or illness; and a doctor release is received to resume activity.
 - (ii) A student may withdraw if he or she moves from the Tulsa area.
 - (iii) A student may withdraw if there is loss of employment by the individual responsible for tuition and fee payment.
 - (iv) If a student withdraws for any other reason, the agreement will be considered in default. The studio, Ovation University, will expect the next monthly payment due after the month of withdrawal, and will suspend the agreement once the payment is received.
2. **ABSENCES.** Students are expected to attend the classes in which they are enrolled. An absence occurs when a student fails to give 24 hours advanced notice prior to a missed lesson. There will be no make-up lessons or tuition reimbursement for absences.
3. **MAKE-UP LESSONS.** Ovation University only provides make-up lessons in the event of a missed lesson – not absences. A missed lesson occurs when a student misses a lesson due to illness, injury, or emergency, or if the student provides 24 hours notice of his or her inability to attend the lesson. If a student misses a lesson for any other reason, the missed lesson is an absence, and the student will not be permitted to attend a make-up lesson. Students are allowed to attend only two make-up lessons per semester. One Saturday each month is designated by Ovation University as a make-up lesson day. Notice will be given if there is a change of the previously scheduled make-up lesson day. There will be no scheduled make-up lesson days for the months of August and March. Make-up lessons for school closings will be scheduled on the 2nd Saturday of each month, with the exception of August and March, or during scheduled studio breaks with the approval of the studio and teacher.

4. **CANCELLATION.** Ovation University reserves the right to cancel a lesson with 24 hours notice to the student. Make-up lessons will be offered for all cancelled lessons, and these make-up lessons will not count against the two make-up lessons afforded to each student per semester.
5. **TARDINESS.** Because the instructors at Ovation University book lessons throughout the day, it is important for the classes to start and end on time. If a lesson does not start on time, the lesson will not be cancelled for a period of up to the first fifteen minutes. If, however, the lesson does not start within the first 15 minutes, this lesson is forfeited and will be counted as an absence.

STUDIO ARRIVAL/DEPARTURE PROCEDURES

- 1 **ADULT SUPERVISION.** When arriving at the studio, all students who are ages Pre-K through age 8 must be accompanied by parent/guardian. Students age 9 and older may wait in reception area without accompanying adult.
- 2 **SIGN - IN.** Upon arrival, all students must sign in at front desk. The teacher will come and escort each student to their respective studio.
- 3 **PARENT/TEACHER VISITATION.** Parents may come into their student's studio and visit with the teacher the last five minutes of their student's lesson.
- 4 **STUDENT PICK-UP.** Students must be picked up physically at the front door. Ovation University and it's employees are not responsible to oversee the student once they have left the premises. If a student is to meet a parent at another facility within the shopping complex that Ovation University is located, they must be picked up at the door and accompanied by parent/guardian. Ovation University and it's employees cannot assume the responsibility of supervision outside of the studio premises.

Tuition Information & Payment Procedure

1. **FEE SCHEDULE FOR YEARLY LESSONS.** The Fee Schedule is as follows:
 - All payments are to be received on the first day of the month. The tuition rates are stated in the Enrollment Section.
 - All recital fees (\$25.00 each recital) is to be received by the 15th of the month preceding the recital date.
 - All materials are billed separately and are due upon receipt of invoice.
 - All vocal students will assess a \$10.00 fee in the Fall, a \$10.00 fee in the Spring, and a \$10.00 fee in the Summer for new music CDs.
 - Vocal students who request a vocal demo CD recorded for audition purposes will pay and hourly studio rate of \$100.00. This fee will cover the cost of hiring a

professional sound engineer, and producing 3 edited and master mixed performances.

2. **TUITION BILLING.** Monthly billing is on the 20th of the month preceding the month for which it is due. Invoices may be mailed, e-mailed, or hand delivered to the student. No credit cards are accepted. Ovation University offers ACH debited payments from your bank or cash payments. All tuition payments are due on the first of the month. A late fee of \$10.00 will be accessed to account holder on the 10th of the month in which a payment has not been received.

Recitals

1. MID-YEAR RECITAL. The Mid-Year Recital occurs in December, and participation is optional. **The mid-year Recital will be held at Barnes & Noble with no fee and/or at the OVU theatre with a \$15.00 fee.** There will be a \$10.00 T-shirt fee for group performances at Barnes & Noble. The maximum number of Mid-Year Recital fees due per family is three (3).
2. SPRING RECITAL. The Spring Recital occurs in May, and participation is mandatory. **In 2012 , the Spring Recital is scheduled for Saturday, May 5th.** All students must pay a Spring Recital Fee of \$25.00 that is due with Recital Registration by April 15th. The maximum number of Spring Recital Fees due per family is three (3).
3. OVU THEATRE VENUE. Monthly showcase programs will be scheduled to give our students the opportunity to perform throughout the year. The fees to perform will be \$7.00 each student, and the ambience will be more of a theatre style performance with dessert bar offering refreshments (for purchase).

Auditions and Competitions

1. DISTRICT ACHIEVEMENT. The 2012 OMTA District Achievement Audition is scheduled to be held at ORU in March 2012. Participation in the District Achievement Audition requires payment of a \$15.00 fee that is due 40 days prior to scheduled event ., and attendance of En=Theory=astic classes in November, January, and February, 2nd Saturday (\$60.00) DAA is open to all piano students in K - 12 grade and all voice students 7-12 grade. Students may participate in merit division if they are in grades 3-12. All students who audition at District and receive a I+, I, or I- will be eligible to audition at the State level in May. There is an additional \$15.00 fee

that will be due as a cash payment at the District level State Audition Registration Table.

2. TAMTA. Participation in the TAMTA Fall Music Festival requires payment of a \$15.00 fee that is due October 1st. The Fall Music Festival is scheduled in November 2011.
3. JUNIOR AUDITIONS occur in October and requires an entry fee of \$15.00, due October 1st, 2011. The Junior auditions is for piano students in grades 3 - 8. The Junior Audition is an OMTA sponsored event.
4. SENIOR AUDITIONS occur in February 2012 and are for piano and vocal students in 9-12 grades. The entry fee is \$15.00. Senior auditions is an OMTA sponsored event.
5. BARNES & NOBLE CHRISTMAS PLAY-A-THON is a fundraiser sponsored by TAMTA and is open to all vocal and piano students at no charge. This event is a great place to pre-view holiday music. This event is scheduled in early December.
6. OBGC HYMN PLAYING FESTIVAL occurs in early January for all piano students interested in performing church accompaniment. The entry fee is \$15.00 and is due mid-November.
7. SONATINA COMPETITION is scheduled in February 2012 and registration is due in January 2012. There is a \$15.00 entry fee with registration.

Fees

1. NOTICE OF FEES. Fees for materials are charged separately from tuition, and payment of all fees and charges is due immediately upon receipt of an invoice from Ovation University, LLC.
2. DEPOSIT. Each student must pay a non-refundable one-time yearly deposit fee of \$25.00, which is due at enrollment. The maximum number of deposit fees due per family is three (3).
3. CURRICULUM FEES. This is not an exhaustive list of all curriculum fees.
 - Voice students will be charged a \$10.00 materials fee in the fall and again in the spring for CDs.
 - An additional fee will be charged for songs purchased and downloaded online.
 - The replacement cost for lost CDs is \$5.00.
4. RETURNED CHECK FEE. There is a \$35 fee for all returned checks.

2011-2012 Ovation University Registration

Student Name: _____ Birthdate _____

Student Grade(2011-2012) _____ School _____

Parent or Responsible Party _____

Address _____

City: _____ State _____ Zip _____

Phone: _____ Cell: _____ Work _____

Email address _____

- VOICE
- PIANO
- SUZUKI METHOD
- LIL MAESTRO'S PRE-SCHOOL PIANO PROGRAM

I am choosing the following option:

____ Plan A: 40 weeks private lessons. \$1000.00/year for 30 minute private lesson or \$2000.00/year for 1 hour lesson. (Circle one). Plan A begins on August 1, 2011 and ends on July 31, 2012, or the 1st date of enrollment after August 1, 2011 for a twelve month cycle. Plan A offers a full year to complete 40 lessons. Plan A offers 11 month payment plan with payments of \$90.91/month (30 minute lesson) or \$181.82/month (1 hour lesson), set up as an ACH debit. This plan is the best value and offers the most flexibility.

____ Plan B: 16 weeks private lessons. \$440.00/4 months for 30 minute private lesson or \$880.00/4 months for 1 hour lesson. Plan B offers 4 monthly payment plan of \$110.00/month (30 minute lesson) or \$220.00/month (1 hour lesson, set up as an ACH debit. This plan is a good choice for students who can only study music on a partial year basis.

____ Plan C: 4 weeks private lessons. \$120.00 payable in full with enrollment for (4) 30 minute lessons or \$240.00 payable in full with enrollment for (4) 1 hour lessons. No ACH debit may be set up with this plan.

____ Plan D: Extracurricular activity per course or camp agreement.

Each plan can be implemented year round, and will not include the Exploratory Music extra-curricular courses. Those courses must be enrolled in separately and are at an additional cost.

OVATION UNIVERSITY 2011-2012 AGREEMENT FORM

I, _____, the responsible party for student, _____ have thoroughly read the policy and procedures for Ovation University LLC. I _____ (initial) understand and agree to the above stated policy and procedures as set forth for the music education of myself, or as the responsible party for my student as a student of Ovation University. I am enrolling myself or my student in Plan _____ in the discipline of _____.

Parent or Legal Guardian

Jo Dee Tinkel, Director
Ovation University, LLC

Date

Date

Please sign and return to Director for signature of acceptance, and keep a signed copy for your records with your policy and procedures manual.