



2022/23 SCHOOL POLICY

*****Please read carefully BEFORE submitting your registration order. Please note that KMC administration will not be obligated to debate or defend the policy for any reason, and no exceptions to the school's policy can be made.**

Thank you for your understanding and cooperation.***

YAMAHA MUSIC EDUCATION SYSTEM (YMES) & GROUP COURSE POLICY

REGISTRATION

- Registration fee:
 - Full Year Course
 - **\$70** for the first registration of the academic year, due at registration
 - Each subsequent registration for the academic year (either through additional course enrollment or through sibling enrollment) will be at a discounted rate of **\$55**
- A student's registration is complete with: 1) the submission of an online registration, and 2) the payment of the correct registration fee, which is approved and confirmed by KMC administration.
- Registration cancellation:
 - Before July 31st, 2022: Full refund
 - Between August 1st and August 31st, 2022: Any paid tuition fees will be refunded. No refund for registration fee.
 - After September 1st, 2022: No refund for registration fee. The withdrawal policy, which is detailed below, will be applied.

TUITION AND PAYMENT PLANS

- Total cost includes the entire tuition fee, material cost, year end concert fee, and Yamaha exam participation fee (for applicable courses only).
- Payment options:
 - a. Single payment: Paid in full by August 1st, 2022
 - i. Paid by a valid credit card on file
 - ii. By email transfer
 - iii. By a cheque: additional \$5 paper handling fee will be added to overall cost
 - b. Nine (9) Installment plan (*Refer to the course description for detail)
 - i. Must provide valid credit card information on file
 - ii. Due on the 1st of each month. Starting on August 1st, 2022 for full-year courses, with last payment on April 1st, 2023
 - iii. If registering after August 1st, 2022: The total tuition fee will be prorated, and the last installment payment will be extended to May 1st, 2023.

DECLINED PAYMENT

\$25 will be added for declined credit card transactions occurring more than once within the academic year.

PARENTAL INVOLVEMENT

- **Apple Course, Music Wonderland, Junior Music Course 1-2, & Young Musician Course 1:** A parent or guardian (must be an adult age 18+) must accompany each student to each lesson.
- **All other courses & advanced courses:** Parent participation during lessons will be at the teacher's discretion.

YEAR END CONCERT

- Annual Year End Concert performance will be held June 2023. Concert participation is a mandatory part of the curriculum, and the fee is included in the tuition fee.
- Annual Year End Concert performance is not applicable for Apple Course or Music Wonderland.

WITHDRAWAL

It is understood that registering for a course is to reserve a spot for the full year OR a certain number of lessons for term courses (refer to course description), and that the parents and students have an agreement with the school to complete the course once registered.

- Withdraw deadline from the course:
 - BEFORE THEIR 7th LESSON (FULL YEAR COURSES) / 4th LESSON (TERM COURSES, EXCEPT 10-WEEK COURSES): Partial tuition refund is available if a student withdraws before said lesson. Written notice must be received and confirmed by school administration. Registration and material fees are non-refundable.
- Withdrawal after above said lessons: all fees associated with the course will be non-refundable.
- 10-week course tuition fees are non-refundable once registered.

MISSED GROUP LESSONS

- No refunds/credits/make-ups will be issued for missed group lessons. Weekly homework assignments will be provided by the class teacher.
- Students who miss more than 20% of the course curriculum are not eligible to register for the subsequent course the following year. A meeting with the school director must be scheduled to discuss options for the next school year.

ONLINE LESSON OBSERVATION

- Students and parents can observe their lesson online when they are required to be isolated due to COVID-19. Online observation is counted as one missed class.

LESSON CANCELLATION

- **TEACHER ABSENCE:** Group lessons canceled by the instructor will be scheduled and made up on the next Makeup Sunday, which are identified on the school calendar, or a qualified teacher will be arranged to substitute the lesson. It is non-refundable or re-schedulable if a student is unable to attend the makeup class.
- **WEATHER RELATED CANCELLATION:** Cancellations due to inclement weather are not eligible for makeups or refunds. An online lesson alternative may be available if the class teacher is able to conduct the lesson safely from their home. KMC reserves the right to cancel lessons when there is a warning issued by Environment Canada or the City of Ottawa. The school will contact all affected families via the primary email address listed on the family's KMC account no later than two (2) hours prior to their lesson start time.

POSTPONE & CANCELLATION OF A CLASS

KMC reserves the right to postpone the start date of a group class, and to cancel any class with low enrollment that has not started. Every effort will be made to transfer the student to a similar class or to offer an alternate option.

LENGTH OF LESSON FOR SMALL GROUPS

KMC reserves the right to adjust the length of the lesson time at any point in the year should the size of the group class decrease to less than three (3) students.

SWITCHING CLASSES

If it can be accommodated, one permanent switch between classes/teachers is allowed per school year. Any subsequent switches will have an administrative charge of \$25 applied.

*NOTE - The academic year is from September 1 to August 31.

PRIVATE LESSON POLICY

PREREQUISITE

- Graduates of YAMAHA Group Programs, aged 6+ by assessment (at KMC, beginners aged 5 & under are recommended to register in YAMAHA group lessons); OR new, complete beginners aged 8+

REGISTRATION

- Registration fee:
 - **\$70** for the first registration of the academic year, due at registration
 - Each subsequent registration for the academic year (either through additional course enrollment or through sibling enrollment) will be at a discounted rate of **\$55**
- A student's registration is complete with: 1) the submission of an online registration, and 2) the payment of the correct registration fee, which is approved and confirmed by KMC administration.
- Registration cancellation:
 - Before July 31st, 2022: Full refund
 - Between August 1st and August 31st, 2022: Any paid tuition fees will be refunded. No refund for registration fee.
 - After September 1st, 2022: No refund for registration fee. The withdrawal policy, which is detailed below, will be applied.

TUITION AND PAYMENT PLANS

- Total cost includes total number of tuition fees for the whole school year (at the time of registration).
- Payment options:
 - a. Single payment - paid in full by August 1st, 2022
 - i. Paid by a valid credit card on file
 - ii. By email transfer
 - iii. By a cheque: additional \$5 paper handling fee will be added to overall cost
 - b. Nine (9) installment plan (*Refer to course description for details)
 - i. Must provide a valid credit card information on file

- ii. Due on the 1st of each month. Starting August 1st, 2022, with the last payment on April 1st, 2023
- iii. If registering later than August 1st, 2022, payment must be completed no later than May 1st, 2023

CURRICULUM AND MATERIALS

- KMC private piano students are encouraged to use the Yamaha Pianoforte series as their primary method of study at KMC, and to also work towards the Yamaha Grade Examination (YGE) held at the end of the school year. Working with other methods and towards other exam systems as a secondary curriculum is also available upon request.
- Students are encouraged to continue studying solfege, composition, and arrangement, and to participate in the composition concert held at the school in the spring.

MISSED PRIVATE LESSONS AND MAKEUP LESSONS

- A maximum of three (3) private lessons per academic year can be rescheduled by the student provided that a minimum of 24 hours' notice is given. Same day cancellations are not eligible for makeup lessons for any reason.
- Makeups must be scheduled and taken before or on the closest Makeup Sunday, which are scheduled and listed on the school calendar.
- Makeup lessons are not reschedulable for any reason.

ONLINE LESSON PARTICIPATION

- Students may be able to participate in the lessons online with a previous agreement with the class teacher. Please note that 2022/23 private lessons are expected to be conducted in-person; online learning for the whole entire year is NOT available. Frequent online lesson participation may affect students' exam preparation. In such cases, it is at the teacher's discretion whether or not to withdraw students from their examination.

PARENTS CLASS OBSERVATION

Available upon request and approved by the school director, or at the teacher's request due to student's behavioral or learning issues. Parents will not be in the room during lessons otherwise.

WITHDRAWAL

- Written notice received by the school administration is required to withdraw from private lessons. Tuition is payable for the duration of a four lesson period (which commences upon receipt of withdrawal notice), regardless of if said lessons are attended or not. Remaining tuition fees (minus unused installment fees, if applicable) will be refunded.
- Tuition refund will not be granted for withdrawal notices received after May 1st, 2023.

RECITALS

- Students will have opportunities to perform in school seasonal recitals to showcase their progress and achievement. A recital fee will be due for each event. It is highly encouraged for all students to participate in these events.

SWITCHING TEACHERS

If it can be accommodated, one permanent switch between teachers is allowed per school year. Any subsequent switches will have an administrative charge of \$25 applied.

PARTICIPATION WAIVER**KANATA MUSIC CENTRE reserves the right for the following:**

- use any photos or videos taken at the school, or at related events for school promotional materials.
- suspend students for non-payments of tuition or inappropriate conduct.
- KMC is not responsible for personal injury or damage/loss of belongings on its premises.