



Athens Theatre Youth Academy
Private Lesson Studio Policies

Updated June 12, 2023

Education Department Hours

Tues - Fri 9am - 7pm

Sat 9am - 1pm

Sunday Closed

At the Athens Theatre Youth Academy (ATYA), it is our pleasure to offer private lessons for voice, acting, and dance. We strive to give our client the best experience possible. Please help us by reviewing and respecting the following policies.

We offer the following options for weekly lessons:

30 minute lesson (8 installments of \$115)

45 minute lesson (8 installments of \$170)

60 minute lesson (8 installments of \$225)

Tuition includes up to 30 lessons per school year.

Private lessons are a school-year commitment and are held weekly according to the ATYA Calendar.

Contact the Youth Academy Manager.

Angelyn Rhode

Youth Academy Manager,

386-736-1500 ext. 3

Angelyn@athensdeland.com

Emails and messages are only returned during office hours. (See above)

TUITION AND PAYMENTS

- ❖ Tuition is paid in eight (8) installments. Your first payment will be charged when registration has been received and confirmed. All remaining payments will be charged on the first of each month in October, November, December, January, February, March, and April.
- ❖ No matter how many lessons fall in any given month, the installment amount remains the same.
- ❖ If a student enrolls after September 1st, 2023, the initial payment will be prorated.
- ❖ Once enrolled, tuition must be paid in advance regardless of how many lessons the student plans to attend. Tuition is not adjusted, credited, carried forward, or refunded for weeks that a student does not attend a lesson for any reason.
- ❖ Tuition is due on the first of the month. All payments will be set up through PayPal automatic billing. If not paid on time, the lesson time slot is considered forfeit and may be reassigned to a new student.
- ❖ Cash or check will not be accepted.
- ❖ No refunds will be given at any time.
- ❖ To unenroll or pause lessons, please send an email to Angelyn@AthensDeLand.com at least one week prior to the first of the month.

ATTENDANCE/CANCELLATION POLICY

ATYA commits to paying your teacher in full for all lessons. This includes lessons you choose not to attend for any reason, including planned vacations and holidays when ATYA is open.

- ❖ Lessons will begin and end promptly at the scheduled time.
- ❖ If the student arrives late to the lesson, the end time will remain as scheduled.
- ❖ If the teacher cancels the lesson, a makeup lesson will be offered at a later date OR the equivalent time will be added to an existing lesson OR the lesson will occur as scheduled with a substitute teacher.
- ❖ If a student cancels the lesson for any reason, no make-up will be given.
- ❖ To cancel a lesson, please contact Youth Academy Manager via **EMAIL** at Angelyn@AthensDeLand.com no less than 24 Hours in advance. No makeup lesson will be given.
- ❖ Students who miss three (3) or more lessons in a semester will risk losing their scheduled time slot.
- ❖ In the event that a student pauses their enrollment mid-year, their lesson time slot will be released and will not be held indefinitely. If/when a student returns to lessons, their new time slot will be scheduled subject to availability.
- ❖ Should the Athens Theatre Youth Academy close due to extreme weather, a make-up lesson will be offered.

STUDENT AND PARENT RESPONSIBILITIES

- ❖ Students are responsible for having their personal music and theory books at their lesson.
- ❖ All students should bring water to every lesson.
- ❖ All students and parents agree to adhere to all procedures and protocol outlined by the Athens Theatre Youth Academy
- ❖ Parents should remain outside of the lesson unless invited in by their teacher, as it is a distraction to our students and instructors.