

LAWSON ACADEMY OF THE ARTS POLICIES

YOUR ACADEMY REGISTRATION IS A BINDING CONTRACT FOR THE ENTIRE SEMESTER. LARGE ENSEMBLE MEMBERSHIP REQUIRES A FULL YEAR COMMITMENT.

MISSED LESSONS

1. Please notify your teacher directly if a lesson must be missed.
2. Make-up lessons are available ONLY for the following situations:
 - Student illness (when teacher is notified no later than 12:00 pm on lesson day)
 - Teacher absenceLessons will not be rescheduled for any other reasons.
Student illness make-up lessons will be limited to TWO per session.
3. Missed classes will not be made up.

ADDITIONAL INFORMATION

1. Any studio/teacher change must be discussed with the current teacher **before the opening of the official registration period and enrollment with a new teacher**. Office staff will not be able to complete any registration for which the previous teacher has not been notified of a student's intent to withdraw. No studio changes will be made following the close of the two-week registration period.
2. Music and supplies are not included in your Lawson Academy fees, so it is understood that students will be expected to purchase music as needed throughout the semester. Studio policies and information are available from individual teachers.
3. Correct contact info for the parent or primary guardian (including active email address) must be provided at the time of registration. The Lawson Academy communicates via email and will send invoices and other important notifications in this manner.

FEES

1. All outstanding balances from previous tuition fees must be paid in full prior to registration.
2. Tuition fees are payable at the time of registration. A student may not attend lessons/classes until a payment is made.
 - If customer wishes to pay half at the time of registration and half within the next 30 days, we require the customer's social security number on file. A monthly interest fee of 1.5% will be charged on all outstanding balances after 30 days. Outstanding balances must be paid within 60 days after initial registration to avoid additional fees, collection, and/or suspension of lessons/classes.
 - If customer wishes to enroll in a four- or five-month auto-payment plan, we require both the customer's social security number on file and a credit card set up in the customer's online account to be charged monthly. Customers wishing to enroll in this payment plan must complete the Payment Plan Agreement.
3. An annual registration fee of \$30 is required at the time of registration.

4. The completion of the registration form serves as a binding contract with Converse College, requiring that all financial commitments are met.
5. **No fees will be refunded** except in cases of a prolonged illness or a move out of town.

IMPORTANT

The Lawson Academy is required to follow the Converse College schedule pertaining to inclement weather. Check local media for updates. Snow days will be made up at the end of the semester.

Parking policy: Visitor parking is designated by white spaces throughout the campus.

Lawson Academy Wing: Twichell lot, across Fairview Avenue

Blackman Music Building: Belk lot, off of Fairview Avenue

Montgomery Building: Pine Street lot, off of Drayton Avenue

Security checks the parking areas regularly and will ticket cars parked illegally.

Financial Agreement

I understand that in order for my student to attend the Lawson Academy of the Arts, I must assume financial responsibility for all fees. I also understand that my responsibility will continue until all such charges are paid in full. In the event of collection, with or without suit, the undersigned agrees to pay all costs of such collection, including but not limited to reasonable attorney fees. In addition, interest at a rate of 18% per annum will be charged on all outstanding balances.

Payment Plan Agreement

I understand that in order for my student to attend the Lawson Academy of the Arts, I must assume financial responsibility for all fees. I also understand that my responsibility will continue until all such charges are paid in full.

By enrolling in a payment plan with the Lawson Academy, I agree to the following terms and conditions:

- I must enroll in a payment plan no later than the first day of the semester to avoid late payment charges.
- I give my permission for my card on file to be charged automatically on the monthly due date.
 - o If I wish to change my card on file, I understand that I may do so via my account portal or by calling the Lawson Academy office.
 - o If for any reason my monthly auto-payment is declined, I understand that I must make my monthly payment by other means within five (5) business days to avoid late charges or suspension of lessons/classes.
 - o I understand that a monthly finance charge of 1.5% (or \$3 minimum) will be added to my outstanding balance and that this amount will be charged along with my auto-payment.
- If I wish to pay via payment plan in future semesters, I am required to re-enroll in said payment plan each semester.

In the event of collection, with or without suit, the undersigned agrees to pay all costs of such collection, including but not limited to reasonable attorney fees. In addition, interest at a rate of 18% per annum will be charged on all outstanding balances.

Signature of Agreement (Parent) _____ Date _____