



17620 Fitch Avenue | Suite 160 | Irvine, CA 92614 | (949) 386-8336 | www.ocmusicdance.org

Student Policies

Registration and Payment Policies

- All OCMD students participating in classes and private lessons should be registered through OCMD. No monies should be exchanged except through the official payment process. In the event an instructor or student brings an accompanist to a lesson, payments can be made directly to the accompanist.
- The first payment for private lesson tuition should be made before the first lesson of the semester. Remaining payments should be made on the first of each month. Payment for the entire semester may be made all at once, if preferred.
- Class tuition payments should be made before the first class of the semester. OCMD offers parents the ability to pay in full for classes or to pay in four installments. If monthly payments are needed, please e-mail Lindsay@ocmusicdance.org.
- All tuition must be paid before the end of the semester. Any unpaid tuition must be paid before the student can be enrolled for the next semester.
- Students registering for private lessons after the start of the semester will have their tuition prorated according to the number of weeks remaining in the semester.
- Students should enroll for classes at the start of each class. Students wanting to enroll in a class after the second week may do so with the approval of the class instructor. Class fees will be prorated according to the number of weeks remaining in the class.
- Checks that are returned for any reason will be charged a \$35 Non-Sufficient Funds fee.

Withdrawal and Refund Policies

- If a student decides to discontinue private lessons with 24 hour notice of cancellation, credit will be given for lessons not received. The credit may be applied to future private lessons or classes taken within one year of the cancellation date. Cancellations must be made in writing via e-mail to info@ocmusicdance.org or a letter given to the front desk. Instructors should also be notified of the lesson cancellations. The student may be reimbursed at the discretion of OC Music & Dance minus a \$35 cancellation fee.
- If a student decides to discontinue a class within the first four (4) meetings of the class, tuition will be refunded minus a \$35 cancellation fee. After this four (4) class meeting time period, the remaining tuition is forfeited. Class cancellation must be made in writing via e-mail to info@ocmusicdance.org or a letter given to the front desk.

Attendance Policies and Procedures

- Students should attend all classes and private lessons for which they are registered. Parents or students should check in on their respective teacher's sign in sheet at the beginning of each private lesson or class. This sign in sheet can be found at the front desk.
- If a student is unable to attend a private lesson or class, their instructor **and** OC Music & Dance should be notified at least 24 hours in advance. You may contact OC Music & Dance at (949)386-3886 or at info@ocmusicdance.org.
- Missed private lessons may be credited at the discretion of OC Music & Dance and the instructor. **There will be no refunds for missed lessons. Absences from group classes will not be credited or refunded.**

- Private lessons missed with less than 24 hours notice or where the student does not give notice **will not be credited or refunded except in the event of emergency.**
- In the event of sudden illness, injury or a family emergency, the instructor (though not required) may elect to swap your private lesson with another student or schedule your lesson at another time when space is available.
- In the event an instructor is unable to make their private lesson or class, the instructor has the option to offer a make-up during the same week, offer a make-up at the end of the semester (during make-up week), or issue a refund or credit for any lessons or classes not received.
- Scholarship students that have unexcused absences from classes or lessons may have their scholarships subject to cancellation.

Illness Policies and Procedures

- An ill student should not attend private lessons or classes. Observing this policy will help protect all the students and staff at OCMD and promote a healthy environment. The following list is provided as a guide in your decision making.
Please keep the student home and notify their instructor if they have:
 1. Fever – 100 or higher
 2. Eyes/Ears/Nose/Mouth – yellow/green discharge or drainage of ears
 3. Throat – sore and red/blisters
 4. Rash/skin sores
 5. Respiratory – uncontrolled coughing/sneezing or difficulty breathing
 6. Abdominal Pain – continues for 2 hours or increases in severity
 7. Vomiting – in last 12 hours
 8. Loose/watery bowels- in last 12 hours
- Teachers and staff should not come in if they are ill. Students will be contacted, and the private lesson/class will be rescheduled. If a lesson/class is unable to be rescheduled, the student's account will be credited.

Behavior Policy

- Students/Parents should not use foul or abusive language. Bullying or teasing of any nature is not tolerated.
- Please supervise children that are not participating in classes or lessons.
- Please walk in the lobby, hallways and classrooms.
- Wear appropriate clothing for classes and lessons – no revealing attire or inappropriate messages.
- No food or drinks in any of the classrooms. We encourage everyone to use our lounge area or café for your snacks and meals. Bottled water is permitted.
- No skates, skateboards, bikes etc. are to be used in the building or parking lot area.
- No pets except service animals are allowed in the building without the consent of OCMD staff.
- No use or possession of alcohol, smoking materials or any illegal drugs of any kind while at OCMD.

NOTICE: To promote a safe and secure environment, OCMD has placed video cameras in all classrooms and at various locations in our facility.