

# FRANKLIN SCHOOL FOR THE PERFORMING ARTS POLICIES

## PLEASE READ OUR MATERIALS CAREFULLY

### Tuition Due Dates: SEPTEMBER 1, DECEMBER 1, and MARCH 1.

- A 25% tuition deposit is required at registration for fall programs, AfterSchool, and AfterSchool Transportation.
- FSPA Academy Deposit: \$600 (nonrefundable).
- Annual Registration Fees are non-refundable: \$20.00 Current FSPA Students; \$25 New Students.
- Students and/or parents are responsible for understanding payment, refund, and make-up policies.
- Tuition balance is due prior to first class of each trimester.
- Tuition balance is overdue as of the first class each trimester.
- A late fee of \$25.00 will be charged after the first week of each trimester.
- Performing is reserved for students whose tuition (or arranged tuition payments) are current.
- A 10% discount is offered on complete year tuition if paid in full no later than July 15<sup>th</sup>.

### Withdrawal And Refund Policy

An FSPA Withdrawal Form must be filled out and presented to the Director for approval. Refunds are based upon date withdrawal is received. A doctor's note confirming an injury or illness, with the dates during which a student is unable to study, is required in order for credit to be applied to the student's account. No refunds of paid tuition will be granted without the written approval of the Director. As of Week 1, refunds will be granted only for reason of student injury, illness or other good cause at the sole discretion of the Director.

Prior to:	Refund of full trimester tuition
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%

### Makeup Policies

**Music Department:** One makeup lesson will be allowed for an excused absence each trimester. The office must be notified by telephone of cancellations by 10:00 a.m. on the day of the lesson or 6:00 p.m. Friday for a Saturday lesson. No makeup lesson will be given for a lesson missed without proper notification. Lessons missed due to teacher absence or inclement weather will be made up. Makeup lessons are scheduled at the student's request and at the teacher's convenience. Students will be offered a maximum of two possible makeup times for each lesson that needs to be rescheduled. Missed makeup lessons will not be rescheduled.

**Dance and Drama Departments:** Students may attend any group class at the appropriate level as a makeup class. Makeup classes must be taken prior to the end of the trimester. Classes cancelled due to inclement weather may be made up.

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I acknowledge receipt of a current FSPA Class Schedule and have read and agree to the fees and policies described. Policy changes are posted in the 'This Week at FSPA' online weekly newsletter, on the school bulletin board and by email notification. Students/parents are responsible for providing current e-mail addresses to the office.

For the 2022-2023 season, the guidelines set forth by the Commonwealth of Massachusetts will determine procedures and protocols in which Franklin School for the Performing Arts will continue to follow. In-person and/or virtual options will be determined prior to the fall start date.

In the event that payment is not made in accordance with the terms set forth in this Agreement, then interest shall accrue on the unpaid balance at the rate of one and one-half percent (1 1/2%) per month. The customer agrees to pay any and all costs and expenses including, without limitation, collection costs and reasonable attorneys' fees, incurred or paid by FSPA in enforcing the policies of FSPA, including the payment terms set forth herein.

Children 5th Grade and younger must be supervised by a parent outside of the classroom.
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The parent(s) and/or legal guardian(s) of the Student acknowledge(s) full responsibility for all actions of the Student while on the premises of FSPA and further accept(s) full responsibility for all financial obligations to FSPA for services provided to the Student hereunder. Unless I notify FSPA otherwise, I give FSPA permission to photograph and/or video my child's participation in FSPA classes, events and/or related activities, and to use said photographs and/or video for promotional purposes only.

Student Name \_\_\_\_\_

Parent (or Legal Guardian) Name (please print) \_\_\_\_\_

Parent (or Legal Guardian) Signature \_\_\_\_\_ Date \_\_\_\_\_