

Music Academy - Voice Division Policies

Registration

Students register for each new academic year in late spring with a non-refundable deposit. Families may also register for a flexible summer session with ala carte billing.

Tuition

Tuition is billed on a quarterly basis and paid in full each term. A 5% fee is assessed when late bills are mailed mid-term. Northwestern's bank charges a \$30.00 service fee on returned checks. Families who need assistance may apply for financial aid scholarships prior to fall quarter. Full-time benefits eligible NU faculty and staff may apply for a discount each year as part of their benefits package.

Refunds

Full refunds will be offered when a student withdraws before the beginning of a quarter. Partial refunds on a percentage basis may be offered only if the student withdraws during the first few weeks of each quarter. Withdrawal requests must be made in writing to the Academy Director and approved before a refund or credit is issued.

Missed Lessons

If notified prior to the lesson, teachers may offer one makeup lesson each quarter for student absence due to illness or school music related activity (must have 24 hr notice). Lessons missed for vacations, sports activities, or events other than student illness will not be made up. Teachers who miss lessons are responsible for making up the time. In the event a teacher is unable to teach due to illness, weather, etc. every effort will be made to notify parents by phone and e-mail ahead of time.

Dismissal

The Academy reserves the right to dismiss any student due to delinquent payment of tuition, frequent absences, failure to practice, behavioral problems, etc.

Late Arrivals

Please arrive on time to your lesson. Students who are late cannot be guaranteed their full lesson time.

Teachers reserve the right to end a lesson early if a student arrives unprepared or without their books or instrument.

Weather Related Cancellations

In the event Northwestern University closes for inclement weather, Academy lessons will also be cancelled and an announcement will be placed on the school's voice mail message (847-467-2698). Any classes or lessons cancelled due to the official closing of the school will be rescheduled.

Performances

Each June there will be a voice recital to showcase student talent and hard work during the year. All students are highly encouraged to participate.