

POLICIES & CODE OF CONDUCT

Registration Fee:

A non-refundable annual registration fee of \$25 per student, \$40 per family, is payable at the time of registration. **The Conservatory only registers a student after acceptance of the registration form, registration fee, and full payment for classes.** (post dated cheques or pre auth cc payments). A copy of the registration form will be given to you when full payment from the method of payment options is received. Student will then be included on class list. **(The teacher will not be able to accept students unless registration is completed).**

A surcharge of \$25 will apply for any NSF cheques and the student will automatically be withdrawn from the course or lessons until the account is paid in full.

Payment of Tuition Fees:

All fees are payable in advance. All cheques should be made out to the Hamilton Conservatory for the Arts Inc.

Discounts: 5% discount will be applied to the second family member with the lesser amount. Any additional family member after that will receive a 5% discount. **(discounts do not apply to music department)**

Cancellation of Classes:

One-month advance notice of cancellation is required, with a cancellation form filled out. All cancellations must be directed to HCA administration. If cancellation is not given to Administration prior to the deposit of the cheque, that amount will **not** be refunded. Any post-dated cheques on file will be returned. *****this does not apply to music students*****

CODE OF CONDUCT – EXPECTATIONS

1. Regular attendance of classes and / or private lessons is expected.

Students who cannot attend a private music lesson must telephone the Conservatory office within 24 hours advance. A maximum of three (3) private music lessons per academic year, are allowed to be cancelled if 24 hours advance notice is given directly to HCA administration. The make-up lesson must be confirmed by HCA Administration, and they will reschedule the missed lesson within the term. For group classes, please give the Administration notice for absences, if possible.

2. Students are expected to be punctual. It is wise to arrive ten minutes in advance of the start of the lesson / class. A student who is late for a private lesson will have that lesson end at the appointed time and no later.
3. Students should come to class mentally and physically prepared and fit for class. Any medical problem or previous injury, which might cause difficulty in fulfilling the objectives of the class, must be reported to the teacher BEFORE the class begins.

4. Students should bring needed materials, instruments, music, etc., to lessons. Dance students must follow prescribed dress code for classes.
5. Students must speak courteously to teachers, staff and to each other and treat Conservatory property with care and respect.
6. Registered HCA students may not take part in public performances or exhibitions using the Conservatory name without written permission from the Artistic Director. Students must not participate in events that might tarnish the reputation of the Conservatory.
7. In order to maintain a healthy and productive atmosphere, students and parents are requested not to gossip or make negative remarks about any member(s) of the Conservatory community.

Parents/guardians are asked to uphold the Code of Conduct and to set a good example. The HCA reserves the right to expel any student who violates the Code of Conduct or who participates in any activity that might reflect unfavorably on the Conservatory. Fees will not be refunded if a student is expelled. Remaining post-dated cheques on file will be returned only. Please read our Student & Parent Handbook for more in depth information on our policies and procedures. If you have not received a handbook, please ask for one at the front desk or access [HERE](#).