

REGISTRATION POLICIES

Tuition and Registration

Tuition may be paid by cash, check, or credit card. Families may register and pay

- Online with a credit card
- By mail—send registration form and payment to:
EMA, 800 McHenry Avenue, Suite G, Crystal Lake, IL 60014

- For classes, payment-in-full is due at time of registration.
- For choir,
 - Plan A - pay tuition and student's retreat fee in full at time of registration.
 - Plan B - pay a non-refundable tuition deposit and student's retreat fee at the time of registration and then pay the remaining balance in two payments due 9/1 and 11/1
 - Plan C – pay a non-refundable tuition deposit and student's retreat fee at the time of registration and then do automatic payments by credit card for the remaining balance over 5 months on the 1st of each month, July-November.
- For private instruction, tuition will be divided into two payments per semester.
 - Half of the semester tuition is one week before the beginning of the term
 - Remaining fall session balance due 10/15
 - Spring session first half tuition is due 1/15
 - Remaining spring session's balance due on 3/15
 - Payment-in-full is requested one week prior to the start date for the Summer Term
 - Payment not received by the second lesson of the term, a \$10 late fee will be applied

You are responsible for paying your tuition on time. Statements will be emailed to delinquent accounts; a \$3 fee will be assessed per month of outstanding balance. Student participation in classes, choirs or private lessons may be forfeited at any time without refund for non-payment.

A \$25 fee will be assessed for any returned check.

Tuition Support

Need-based financial aid is available to families meeting certain financial criteria. EMA believes that music should be an important part of everyone's life regardless of ethnicity, financial means, age, or ability. For more information on EMA's tuition support program, please contact EMA's Executive Director at 815.356.7464.

Make-Up and Cancellations

EMA reserves the right to cancel a session due to low enrollment. If EMA has had to cancel a class/lesson, a make-up class/lesson may be offered. Make-up classes/lessons will not be offered due to student absence. Classes/lessons missed due to a student absence are non-refundable. There are no make-ups or refunds for missed EYC rehearsals.

Withdrawals and Refund Policy

Students wishing to withdraw must notify EMA in writing to the Executive Director. The withdrawal request is effective on the date received by the Executive Director and cannot be made retroactive. Withdrawal requests before the start of a term will be granted a full refund, except for choir deposits and retreat fees. Retreat fees are refundable prior to August 1st. Refunds after the first class or rehearsal will be pro-rated and will not be granted after the second class or third choir rehearsal.