**Please print and keep a copy of these policies for reference throughout the year.**

**Patrick Henry College is a faith-based institution and has established clear mission and worldview statements, which all full-time and adjunct faculty embrace. While participants in the PHC-YMA will not be asked to sign any statements of faith or worldview, we do ask that all participants become acquainted with the views of the college and behave in a way that demonstrates respect for these views. Please refer to our website for more information: www.phc.edu/music\_yma.php**

**TUITION AND FEES:**

**Choir:**

* + First student - $400 – year
	+ Second student - $250 – year
	+ Third and subsequent students - $100 – year

**Orchestra:**

* First student - $300 – year
	+ Second student - $200 – year
	+ Third and subsequent students - $100
* YMA minimum age: Choir students must be 13 years old by the first rehearsal of the semester. Orchestra participation is based on ability rather than age.
* Families with student(s) in both choir and orchestra may deduct $50. This applies when one student is enrolled in both ensembles or when one student is in choir and another student is in orchestra; however, only one $50 discount will be given per family**.**
* Families may submit payment for all tuition and fees with their registration form, or they may split their tuition into 2 payments. The first tuition payment must accompany the registration and the second payment is due by the first rehearsal day of the second semester. Please make a copy of your paperwork, noting times and amounts when payments are due.
* Students will need to **purchase a short sleeve YMA polo shirt** and wear it for casual performances and trips during the year. We are no longer doing bulk shirt orders; each family must purchase their own shirts with the YMA logo at this site: (more info to come)
* If space is available, directors may hold auditions mid-year. Students who join for the second semester will be charged half of the regular tuition rates.
* If you are able, please consider giving a donation to YMA to help provide scholarship money to students as well as defray concert set up and transportation costs. Those families who donate any amount will be acknowledged in our concert program as “Friends of YMA” unless they indicate a desire to remain anonymous.
* Some scholarship money may be available for student families in financial need. If you would like to be considered for a scholarship, please contact one of the directors.

**WITHDRAWALS:**

* Any student who registers and then withdraws, must do so in writing **before** the second rehearsal of the year or semester and will be refunded the corresponding amount (year/semester) less a $50 processing fee per student. No refunds for withdrawals after the second rehearsal of the semester will be granted.
* Refunds are only made twice per year, in September and January. Once a statement of withdrawal is made in writing to PHC/YMA, a check will be cut for any money owed at the next available refund date.

**ABSENCES:**

* When emergencies or other events cause your student to be absent from rehearsals and/or performances, a **parent must email** the appropriate director as soon as possible. Please provide as much notice as possible. Do not send messages by the students; the directors need notice of absences in writing from a parent. CHOIR: Rod Appleton, rod.appleton@c21nm.com; ORCHESTRA: Todd Morrison, morrison@dawsongap.com
* Unexcused absences from scheduled rehearsals and performances may impact a student’s future participation in YMA.
* The Saturday rehearsals before concerts are mandatory for performance in the concert. **Please check scheduled SAT dates and plan accordingly.**
* Take a moment now to mark all scheduled rehearsals, performances, and events on your calendar!

**INCLEMENT WEATHER/EMERGENCY POLICY:**

* The Youth Music Academy follows the Loudoun County Public School policy regarding closings and delays in case of bad weather or emergencies. In the event that Loudoun County Public Schools are closed all day, the YMA will not meet that day. In the event of a Loudoun County Public School delayed opening, either one or two-hour delay, the YMA will meet as regularly scheduled. In the event of a Loudoun County Public School early closing, YMA will not meet.
* School closings, delays, or early dismissals will be announced on the radio, local television stations, or can be found on the Loudoun County Public School website, www.**loudoun**.k12.va.us

**DRESS CODE:**

In keeping with PHC’s dress code, please follow these guidelines when on campus or representing PHC on outings:

* *Business Casual*.During business hours (8:30 AM to 5:00 PM, Monday through Friday), students are to dress as a professional would when working in a well-dressed business environment while in one of the College’s educational buildings. In addition to the general guidelines above, students must observe the following guidelines:
1. Men wear collared shirts, tucked in; nice sweaters and vests are also acceptable. No sweatshirts. Nice slacks (dress pants or Dockers style). No shorts, cargo pants, or denim. Dress shoes or loafers should be worn; shoes should be professional and in good repair. No tennis shoes or casual sandals.
2. Women wear blouses and nice tops (no spaghetti straps or cleavage showing), and skirts, dresses, or slacks (dress slacks or Dockers style). No shorts or jeans. Women are to wear dress shoes; sandals that would be considered professional business attire may also be worn. Tennis shoes and flip-flops are not permitted. Refrain from excessive or gaudy jewelry and excessive make-up.

**PERFORMANCE WEAR (BOTH ENSEMBLES):**

* **Formal performance wear** for ALL students: **long-sleeved white button down collared dress shirt/blouse and black dress shoes**
1. **Gentlemen: black slacks and long black necktie**
2. **Ladies: black floor length skirt**
* **Casual performance wear**: YMA polo shirt, khaki slacks (preferred for everyone), or khaki skirt for the ladies (at least mid-calf length), and comfortable dress shoes suitable for walking (no sneakers or flip-flops).