



Tuition and Fees

- Students who register by the **May 1st** Early Registration Deadline will receive a 40% discount on the Standard Registration Fees—net \$15 per student and a maximum of \$24 per family. *Early Registration Discount does not apply to class fees.*
- Students who register **May 2nd – May 12th** will pay the Standard Registration Fees of \$25 fee per student and a maximum of \$40 per family.
- Students who register after the **May 12th** Regular Registration Deadline will incur increased Registration Fees of \$30 fee per student and a maximum of \$50 per family.
- Registration Fees are **non-refundable**, except in cases where all classes that the student has registered for are full or cancelled.
- Full payment is due at registration and is made by credit/debit card at the end of the online registration process. We will confirm your registration and receipt of your payment by email within two business days.
- Students are not enrolled in the summer program and are not scheduled for classes until all fees and tuition are paid in full and the Student Contract is agreed to in the online form.
- Registrations received after the Regular Registration Deadline of May 10 will be considered "on request" and subject to class availability and teacher/coach approval.

Student Drop-off and Pick-up Procedures

- For the safety of all, the outer doors of the buildings are locked during the day.
- Parents should wait at the designated outside door of the building in which the classes are located to drop off and pick up their children.
- Instructors will meet parents at the outside door to dismiss students.
- Instructors will not open the door for people who are not parents of their students. In the event you have an alternative pick up person, you must email the instructor with the person's name and they will be required to present I.D.
- **Under no circumstances should you prop a door open.**
- Instructors will dismiss the student to the parent or designee.
- It is **extremely important** that parents drop off and pick up students on time.

Absences & Tardy

- Classes missed by the student are **non-refundable** and will not be rescheduled.
- If a student is tardy for a class, time will not be added.

Student Withdrawals/Refunds

- Registration Fees are **non-refundable**.
- **Classes:** Students are eligible for a **75% refund** if withdrawal occurs more than two weeks prior to first day of the class. Students are eligible for a **25% refund** if withdrawal occurs within two weeks of the first day of the class. **No refund is given for withdrawals on or after the first day of class.** Withdrawing students will receive no refund if their departure causes the enrollment to drop below the minimum required.
- **Illness:** No refund will be issued for classes missed due to illness.
- **Sports Injury:** If a student must withdraw from an athletic class due to a sports injury, and withdrawal does not drop enrollment below the minimum required, a prorated 50% refund of the remaining classes will be issued. A doctor's note recommending cessation of athletic activity must be submitted with the withdrawal request.
- **Refunds:** All approved refunds will be distributed at the end of July.

Student Responsibilities/Procedures

- Students must bring required materials to the camp each day.
- Students must be punctual and must arrive to the camp on time.
- Students must respect the instructor and other students at all times.

Private Instrument Lesson Summer Schedules

- Students will be scheduled for lessons in order of registration. First registered, first scheduled. The teachers will make the lesson schedules in collaboration with the parents.
- Only students who have completed the registration form, student contract, and have paid the registration fee and full tuition payment may schedule lessons with the teacher.
- Make-up lessons will be arranged between the teacher and the parent.
- Lessons will consist of a 30 minute, 45 minute, or 60 minute appointment with the teacher. Preparing the instrument and tuning is part of the lesson.
- Parents should expect that a minute or two of the appointment time will be used to drop off and pick up students.
- Teachers strive to stay on schedule, if you wish to talk with them, please make arrangements to call them at a time other than before or after your student's lesson.
- All private lessons must be taught on CCA property. The registrar will make room assignments. Room assignments for make-up lessons will also be made by the registrar.

For all questions about camp registration and billing contact Jada Wright-Greene at jada.wright-greene@covenantchristian.net