



2022 Spring Enrollment Information Packet and Policies

Important Dates

- **TIA Spring Break:** April 4th - April 10th
- **Spring Semester:** April 11th - June 27th
- **Spring Presentation:** Thursday June 23rd (6:45PM)
- **Spring Presentations:** Saturday June 25 (12:45 PM - 6:45)
- **TIA End of Spring Semester Break:** June 28th - July 4th, 2022

Tuition and Fees

All classes, lessons, and music therapy at TIA are *tuition and *monthly session fee based*. Tuition and monthly session fees are to be paid every month as long as a student or *a music therapy client is enrolled, even if they miss a class, lesson, or MT session. Please plan accordingly. Unfortunately, in most cases, if a student misses a class, lesson, or MT session, a make-up is simply not possible with our schedule. If we as team members miss a class, lesson, or MT session, we will either make it up or apply a credit to your account. Most of our teachers and our music therapist (who is also a faculty member) teach or see clients back to back each of their working days, so we are generally not available to do make-ups unless someone happens to be out (which happens occasionally). If a credit is needed, your teacher or music therapist will notify Mary and she will ensure your account is credited accordingly.

*Music therapy hereafter referred to as MT. MT sessions are billed in monthly session fees.

Important: Tuition at TIA is monthly and based on our annual operating costs and *includes regular TIA breaks*, so we strongly encourage planning schedules and vacations accordingly. All our *regularly scheduled breaks and holidays are listed in this enrollment packet on the previous page which we send out with your initial welcome letter. We send out reminders before every break, and your teacher or music therapist will also likely remind you the week before a break or holiday. We also send new enrollment packets out each semester for information purposes only. Additionally, they are posted on the website under prospective students in the tab listed Enrollment Packet and Dates. You can also find them posted on the bulletin board in the studio, and we post them in all the lessons/classrooms.

TIA has one week off for spring break, end of spring semester, end of summer, Thanksgiving weekend and two weeks at Christmastime. We are also off for Memorial Day.

Mission Partner Tuition Rate: All mission partner families help us keep the mission going, and we so appreciate it! *At least \$10 from all mission partners rate tuition on private lessons and classes go directly to the TIA general fund, bills first, all extra goes directly to scholarship students in need. We thank you so much for your support and for helping us keep the music and the therapy going!*

New Student/Family Registration Fee (One per family)

One Time Fee.....	\$20
Re-enrollment/Re-registration Fee	\$10

We have no contracts, and you may disenroll at any time, though we hope you are with us for a long time so we can be a significant part of your musical and life journey! That said, we realize that from time to time some may need to disenroll for various reasons. Please note that we cannot hold your spot in a class, lessons, or therapy sessions when disenrolled, and, when you come back—which we hope you will—there is a one-time re-enrollment fee to cover the admin costs of reinstating your account.

All Regular 60 Minute Classes

Monthly Mission Partner Tuition.....	\$100
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All Labs

Monthly Mission Partner Tuition (30 minute labs).....	\$60
Piano Lab (45 Minute Lab)	\$80

Multiple Student and Lesson Slot Discounts

Each non-scholarship or financial aid family at TIA is a mission partner family. At least \$10 from your monthly tuition helps us, a 501 (c)(3) non-profit, keep the music going! Every additional child, family member, or client in your family receives a \$5 discount on their monthly tuition or session fees. Also each additional time slot an individual adds on will receive a \$5 discount off of the normal price.

Monthly Private Lesson Tuition

Private Lessons and music therapy sessions, just like our classes, are tuition based (monthly tuition). Tuition is based on budget needs for the academy, which is a 501 (c) non-profit. Most months will have four lessons or sessions *every month for weekly lessons and sessions, though some will have five depending on the length of

the month. Months containing Thanksgiving break, winter break, spring break and Memorial Day, and summer break may only have less as well. *Tuition and session fees are based on the total number of lessons or sessions offered annually, so the monthly installment amount remains the same.*

There are no refunds for student-missed classes. There is no contract, you may disenroll at any time, but please be aware that there are no refunds for the remaining weeks of a month. In other words, if you choose to disenroll, we recommend you finish out the month. But we do ask that you give us as much notice as possible, so we can fill the slot. We often have a waitlist for most of our teachers, classes, and music therapy.

Weekly 15 Minute Lesson Mission Partner with Regular Faculty
Recommended for young beginners age 5.....\$50

Weekly 30 Minute Lesson Mission Partner
Recommended for beginners ages 6-9.....\$90

Weekly 45 Minute Lesson Mission Partner
Recommended for vocal and piano students at level 3 and up.....\$130

Weekly 60 Minute Lesson Mission Partner
Recommended for older/advanced students' piano and vocal..... \$170

Weekly 15 Minute Lesson Mission Partner with Masters Faculty
Faculty with a Masters degree or higher.....\$55

Weekly 30 Minute Lesson Mission Partner with Masters Faculty
Faculty with a Masters degree or higher.....\$95

Weekly 30 Minute Lesson Mission Partner with Associate/Student Faculty.....\$75

Family Lessons (Multiple students sharing one lesson)

Regular tuition for the first child
\$45 per month for the first additional child

\$25 per month for each additional child

Example:

The McKenzie family enrolls in a weekly 30-minute piano lesson with three children.

Sarah's monthly tuition is \$90 a month

Billy's monthly tuition is just \$45 per month

Tellia's monthly tuition is just \$25 per month

\$160 monthly tuition

Age range may vary depending on the student. These are mere suggestions.

Music Therapy

Monthly Session Fees for Weekly 30 Minute Music Therapy Sessions

These are individual music therapy sessions with a board certified, licensed, professional music therapist. Monthly session fees include time for the therapist's preparation and documentation around the treatment plan which is all a part of your personalized music therapy.

Mission Partner.....\$180

Student and Client Attendance

No Shows

Unfortunately, due to scheduling and the nature of group classes we cannot offer refunds for missed classes. Try your best to show up to each class, lesson, or therapy session and be on time.

Lateness

Please be mindful that our teachers and classes are most often booked back to back. If you arrive late, we will take you when you get there if possible, but this will mean the lesson is cut short.

Sick Policy

If you or your student is ill, contagious, or has had a fever in the last 24 hours, we ask for the well-being of our teachers, our families, and for the rest of our students and their families that you stay home. We can do virtual lessons as an alternative that day if you are well enough for a lesson, but do not come to the studio. Especially in light of Covid-19, you can never be too safe.

We love all of our students and their families, and it is for this reason that this is so important. We can't do what we do if we are sick. And we know how difficult it is to raise a family, work, go to school, and then be sick on top of that! So we ask that you respect this policy for the safety of all. If need be, TIA faculty or team members may ask you to leave if they are concerned about the well-being of themselves or the students due to your illness. If you are better later in a week or so, and *if* we have an alternate class open seat or spot for a make-up, we would be happy to get in a make-up session.

Canceling and Rescheduling

If you need to cancel or reschedule a lesson or MT session for a legitimate health concern or emergency, please contact your teacher or therapist no later than 9am on your scheduled day and we will do all we can to schedule a makeup if applicable. If we miss a lesson or session (for reasons other than an emergency) without proper notice, you will receive a credit or a make-up.

Inclement Weather

It is not often that we have inclement weather that would prohibit people from getting to class, lessons, or MT, but it is a possibility. If ever we encounter severe wind and thunderstorms, snow, etc. that would keep you from getting to and from the studio safely, or it would keep us from doing so, we are happy to go virtual. We have given our faculty and team members permission to make that judgment call for their own safety, and the director makes that call TIA-wide if he deems it necessary for the entire academy to go virtual for the safety of all. If you need to go virtual due to inclement weather, please text or call your teacher or music therapist. **Please note that we do not generally answer the phones during lessons or classes.**

Payment

Please pay your monthly tuition each month, ideally on the first lesson, class, or session of the month. If we are on break, please plan accordingly and either make the payment before the break, or make it electronically. Please make sure payment is made each month prior to the 10th of the month. Your prompt and regular payment helps us keep the mission going!

Please note as has been stated, classes, lessons, and MT are ongoing and many of our classes have been together for years. When you sign up for a class, lesson, or MT, plan and expect to be there through the semester and pay every month, even if you miss. Travel, vacation, and sickness do not change the fact that our team members prepare, show up, and serve passionately and give their all every week. Additionally, we still have to keep the lights on and pay the bills and our team. If you must disenroll, and do not intend to continue in the coming months or semester, please let us know as soon as possible so we can fill those slots as we likely have a waitlist and keeping slots filled keeps us open, running, and serving the community!

You may pay by cash, check, the Cash App, Venmo or Paypal.

When paying electronically, please select friend to friend. This helps to avoid fees that then get taken out of our teachers' pay! If you do not do this, your account will be charged the full amount in fees taken out which you will be required to pay.

With all payments, please clearly mark the name of the student and teacher. Especially because we have many families with the same last names and families with multiple last names.

- **Venmo:** We now have Venmo! You can pay tuition through Venmo to @thetunedinacademy, **the last four of the phone is 6501.**
- **The Cash App:** We now have the Cash App as well, \$thetunedinacademy
- **Paypal:** You can send this to payment@thetunedinacademy.org
- **Cash or Check Inside:** You can drop checks into our lock box right inside of our front door. We also have envelopes for cash payments that you can fill out.

- **If paying by check please mail out your payments to: 4250 Martin Way E Ste 105 PMB 384, Olympia, WA. 98516**

Non-Sufficient Funds

If a check is returned for non-sufficient funds, you will be charged a \$20 check return fee. If our credit union runs the check a second time and returns it, you will also be responsible for **twice the full amount of the check.** We realize this happens, but if it happens a second time, we will require you to pay in cash, Venmo, or the Cash app for all future payments.

Keeping Your Time Slot

To maintain your time slot in private lessons or MT, or a spot in a class, you must pay your tuition or monthly session fees on time on a regular basis. **If you don't stay current on payments, we cannot guarantee your slot, and if you need to re-enroll there will be a \$10 re enrollment fee.** Please understand that most of our team are often on a waitlist, and if we have people holding spots that are not paying, it just is not fair to TIA or the community to keep those spots from those that would want them.

Late Payment Policy

We ask that you please keep your account current. Unfortunately, because of the cost of operating the academy and the studio we will need to charge a **\$20 late fee if your account is not current by the 10th of each month.** Failure to pay the late fee could mean forfeiture of your lesson, MT, or class spot and disenrollment from the academy.

If your account is past due, you will probably get a call from Rocio. Rocio handles the invoicing and accounts, and is responsible for communicating with families about their accounts and payment. Please be respectful and make your payment promptly (tuition and late fee) so we can continue to serve you.

I understand TIA's late policy

(Initial here)

Date

Disenrollment (Discontinuing Lessons, Classes, or Music Therapy)

If you must disenroll and discontinue lessons for any reason, we understand, but please understand that (a) we are a non-profit and depend on monthly tuition to keep the music going and (b) our teachers depend on the same for their livelihood. To that end, we ask that you give us as much notice as possible before disenrolling and that you pay for your tuition up to the point of your last lesson. If you disenroll less than 48 hours to your lesson day/time your final tuition bill will include payment for that lesson

Email List and Google Calendar

With the many wonderful families, students, and clients that we have, our TIA family members amount to a plethora of email addresses. As such, we do use email as a primary means of communication. Please make sure that we have a good email for you on file. Please make sure that the following email addresses are marked safe and/or not spam or trash in your filters:

seandavid@thetunedinacademy.org

Sean-David is the Director as well as TIA Faculty—you will also want to make sure that your teacher or therapist are also marked safe and/or not in spam or trash in your filters.

jenna@thetunedinacademy.org

Jenna is the co-founder of TIA with SD as well as TIA Faculty—she also heads up our annual Festival and sends out emails from time to time on TIA family matters.

rocio@thetunedinacademy.org

Rocio prepares your invoices and the one who handles your accounts. She is also the one you will want to contact about billing questions. Neither SD or your faculty will know the specifics of your account. Please do not contact the TIA phone number about billing questions, email or call Rocio at her personal line (360) 743-0382.

tunedinacademycalendar@gmail.com

We use Google Calendar for managing our classes, lessons, and MT sessions, so please make sure that tunedinacademycalendar@gmail.com is also marked safe. Google Calendar is a great tool! Especially if you have every other week lessons or sessions. If you “accept” the invites and you use Google Calendar your lesson, class, or session times will auto populate on your Google signed in devices.

Your phone number should also appear in your calendar time slot. Don’t worry, only TIA team members can see it, but this is very important so that we can get a hold of you in case of a need for a cancellation, an emergency, or whatever.

Student or Client Name:	Parent or Guardian Name:
Phone Number (home):	Work Phone:
Emergency Contact Number:	Parent or Guardian Cell Phone:
Do you Text Message? Y / N Text Message Number:	
Email Address:	
Birthday:	
Mailing Address:	
What is your preferred method of contact?	
Email	Phone (call) Phone (Text)

Enrolling in (Private lessons, Piano Lab, MT, etc.):

Private Teacher:

Photo Release

From time to time, we may have a photographer friend of the academy, or one of us (the faculty) take pictures during a class, rehearsal, or presentation. If your child is in one of the photos, is it acceptable that we might use that on our website or Facebook page to show what's going on at the academy?

_____ **Yes**

_____ **We would rather you not (we won't post pictures with your child in them)**

_____ **Child's Name**

_____ **Parent/Guardian Signature**

Acknowledgement of Late Policy

(Refer back to page 8 if need be)

I have read and understand the late policy and know that if I do not pay tuition by the 10th of the month a \$20 late fee will be applied. And that failure to pay tuition or late fees may mean disenrollment and a loss of my spot.

Parent or Guardian's signature

Safety and Security

Safety and security are a priority for us. We love our families and want everyone safe! To that end, we ask that if your child is under the age of ten, that an adult family member or responsible adult remain in the building with them until their teacher or therapist comes to the lobby to walk them to their lesson, class, or MT session. Prior to Covid, we would love to have you hang out in the waiting room and we'd love to chat with you! Sadly, for safety precautions we have been advised to keep the waiting room closed.

Connect with us on Social Media!

On Facebook: <http://www.facebook.com/thetunedinacademy>

On the academy site and blog: <http://www.thetunedinacademy.org>

On Twitter: <http://www.twitter.com/tunedinacademy>

On Instagram: <https://www.instagram.com/thetunedinacademy>

On YouTube:

https://www.youtube.com/channel/UCXa3_WywLWbII_eK631law/videos?disable_polymer=1

Please check us out online, and find us on Facebook and give us a “like.” Spread the word about what we are doing. Follow us on Instagram and subscribe on YouTube! You are the best advertisement we could ever ask for! *SD tries to put out content regularly on the YouTube channel for our students, practice tips for work on scales, improvisation, embouchure work, warm ups, and ear training. Subscribing helps us (we need 100 subscribers to get a custom URL and it is pretty new), and it helps you because you will get notified when we add new content!*

Burien Addendum:

Burien Faculty: Joshua and Ashlyn

Weekly 15 Minute Lesson Mission Partner
Recommended for young beginners age 5.....\$65

Weekly 30 Minute Lesson Mission Partner
Recommended for beginners ages 6-9.....\$105

Burien Associate Faculty: Sammuel

Weekly 15 Minute Lesson Mission Partner
Recommended for young beginners\$65

Weekly 30 Minute Lesson Mission Partner
Recommended for beginners\$85

Location:

Beverly Park Baptist Church
11659 1st Ave. S.
Seattle, WA 98168

Turn into the parking lot and drive past the main building, on the left hand side
you will see the education wing of the church and a few yellow doors.

Academy Faculty and Staff Contact Information

Sarah Augustine MT-BC
(937) 564-2394
sarah@thetunedinacademy.org

Daniel Boschee
(641) 202-3738
daniel@thetunedinacademy.org

Carol Brooks (virtual only)
(541) 930-9422
carol@thetunedinacademy.org

Molly Crane
(360) 731-9114
molly@thetunedinacademy.org

Schuyler Jorgenson
(360) 951-0054
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Sean-David McGoran (SD)
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Jenna McGoran
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Angelia McGoran
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Jimmie Myers
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Micaiah Sawyer (virtual only)
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anne@thetunedinacademy.org

Ashlyn Wilson
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ashlyn@thetunedinacademy.org

Joshua VanCleave
(253) 259-5266
joshua@thetunedinacademy.org

Eric Graf
(360) 791-4142
eric@thetunedinacademy.org

For Billing Questions:

Rocio Stapp
rocio@thetunedinacademy.org

Please do not contact SD, the main TIA phone number, your teacher, or therapist about your accounts. Contact Rocio, she knows your account and is here to help you!

Please make sure you have your teacher or therapist's number in your phone. If you are running late, have questions about your instrument, music, etc., please contact them directly. Be mindful that we do not answer the phone during class, lessons, or session.