

GENERAL POLICY

- ◆ Students vandalizing Academy property and/or causing a nuisance will be dismissed. Fees paid will be forfeited.
- ◆ Smoking or consumption of alcoholic beverages is strictly prohibited within the confines of the Academy.
- ◆ No pets, in line skates, skateboards or bicycles are allowed inside the Academy.
- ◆ We do not have the facilities to keep open accounts for students, therefore books and other purchases not paid for cannot be taken home.
- ◆ Due to the copyright law, no music from our store may be photocopied.
- ◆ The Academy is not responsible for lost or stolen articles.

INSTRUMENT RENTALS

- ◆ There are a number of quality instruments available to rent. Instruments include bass guitar, clarinets, digital pianos, drums, flutes, guitars, keyboards, saxophones, trombones, trumpets, and violins.
- ◆ Students receive a 10% discount off our already very competitive monthly rates.
- ◆ Instruments may be reserved for up to two months in advance for the full school year.
- ◆ Special yearly rental rates are available.
- ◆ Rent to own, or long term lease options are available.

(For more information, see our Rental brochure)

GROUP PROGRAMS

- ◆ Composition
- ◆ Intro to Voice
- ◆ Musical Theatre
- ◆ Ear Training & Vocal Sight Reading
- ◆ GuZheng
- ◆ Music is Fun
- ◆ Talent Quest

(For more information, see our Group Program brochure)

HOLIDAY SCHEDULE

Civic Holiday	August 3, 2009	(Mon)
Labour Day	September 7, 2009	(Mon)
Thanksgiving Day	October 12, 2009	(Mon)
Christmas Eve	December 24, 2009	(Thu)
Christmas Day	December 25, 2009	(Fri)
Boxing Day	December 26, 2009	(Sat)
New Year's Eve	December 31, 2009	(Thu)
New Year's Day	January 1, 2010	(Fri)
Family Day	February 15, 2010	(Mon)
Good Friday	April 2, 2010	(Fri)
Victoria Day	May 24, 2010	(Mon)
Canada Day	July 1, 2010	(Thu)
Civic Holiday	August 2, 2010	(Mon)

There will be no lessons and no fees charged on the following holidays.

NUMBER OF LESSONS IN EACH MONTH

<u>2009</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
August	4	4	4	4	4	5
September	3	5	5	4	4	4
October	3	4	4	5	5	5
November	5	4	4	4	4	4
December	4	5	5	3	3	3
<u>2010</u>						
January	4	4	4	4	4	5
February	3	4	4	4	4	4
March	5	5	5	4	4	4
April	4	4	4	5	4	4
May	4	4	4	4	4	5
June	4	5	5	4	4	4
July	4	4	4	4	5	5
August	4	5	4	4	4	4

Please note the information in this brochure is effective from August 1st, 2009 to July 31st, 2010 and subject to change without prior notice.



OTTAWA MUSIC ACADEMY

2 Lorry Greenberg Dr., Suite 200,
2/F Conroy Mall, Ottawa
(613) 739-5757

www.ottawamusicacademy.com
Email: ottawamusicacademy@sympatico.ca

KANATA MUSIC ACADEMY

701 Eagleson Road, Unit 5,
Stonehaven Plaza, Kanata
(613) 591-8638

www.kanatamusicacademy.com
Email: kanatamusicacademy@sympatico.ca

*Our Music Lessons Are
Sound Advice*

2009-2010

We are a certified educational institution. Tuition fees paid for students 16 years and over may be tax deductible.

Director: Daisy Tang A.T.C.L., R.M.T.

We offer music lessons structured individually for students who want to take RCM/TCL examinations as well as for those who want to play for fun and enjoyment of music.

Composition	Guitar	Saxophone
Bass Guitar	GuZheng	Theory
Clarinet	Keyboard	Trombone
Drums	Piano	Trumpet
Flute	Recorder	Violin
Vocal Performance		

YEARLY PAYMENT OPTIONS

- ◆ Rate is based on 30 minute, private lessons
- ◆ Same rate for all instruments

<i>Registration Fee</i>	\$30.00 per family	
<i>9-10 Month Plan</i>	\$18.95	(\$12.50 Semi-private)
<i>5-8 Month Plan</i>	\$19.50	(\$12.95 Semi-private)
<i>Pre-arranged Monthly Plan</i>	\$20.50	(\$13.95 Semi-private)

(post dated cheques or automatic credit card withdrawal)

<i>Vocal Performance</i>		
<i>9-10 Month Plan</i>	\$21.00	(\$14.50 Semi-private)
<i>5-8 Month Plan</i>	\$21.50	(\$14.95 Semi-private)
<i>Pre-arranged Monthly Plan</i>	\$22.50	(\$15.95 Semi-private)

(post dated cheques or automatic credit card withdrawal)

- ◆ Please note that fees must be paid for the whole term of lessons, which runs September to June. (Monthly or Lump sum)
- ◆ **No refunds** are provided for early withdrawal from non-monthly plans.
- ◆ For special request non pre-arranged monthly payments, please note that there is a \$4 per month charge for late payments.
- ◆ Family Rate: The third family member from the same family receives 10% off the above rates providing all members are taking regular weekly lessons.
- ◆ The **registration fee** entitles students of the Academy to a 10% discount off all purchases and rentals from both Academies. Students also enjoy free admission to our recitals. Discounts do not apply to lessons, gift certificates, and items on sale.
- ◆ There is a \$20 charge for non-sufficient fund (NSF) cheques.
- ◆ Please note: Books not included in lesson fees.

INCENTIVE PROGRAMS

- ◆ **Musicians of the Month**
Students who show outstanding musical achievement and improvement are presented an award by their teachers. A certificate is presented to each student, and their names are announced in our newsletter, "Music Notes".
- ◆ **Young Performer's and Professional's Medals**
Medals are presented to students who have participated in a certain number of recitals organized by the Academy. Students earn one point for participating in the Spring or Winter Recital, Echoes of Winter Recital and a half point for playing in a mini-recital or Open House performance.
- ◆ **Young Performer's Medals**
Bronze.....3 pts Silver.....6 pts Gold.....9 pts
Trophy.....12 pts Hall of Fame...15 pts
- ◆ **Young Professional's Medals**
Bronze.....18 pts Silver.....21 pts Gold....24 pts
Trophy.....27 pts Hall of Fame...30 pts

RECITALS

<i>Winter Recital</i>	<i>December 6, 2009 (Sun)</i>
<i>Spring Recital</i>	<i>June 20, 2010 (Sun)</i>
<i>K.M.A. Open House</i>	<i>August 8, 2010 (Sun)</i>
<i>O.M.A. Open House</i>	<i>August 15, 2010 (Sun)</i>
<i>Mini Recitals</i>	<i>To be announced</i>

We encourage our students to perform in all of our recitals, but participation is entirely voluntary.

EXAMINATIONS

- ◆ Students are encouraged to participate in examinations, however they are not required to do so. Our students consistently achieve excellent results.
- ◆ Examinations are conducted by the Royal Conservatory of Music, and Trinity Guildhall Music Examinations, offered by Trinity College London.
- ◆ Kanata Music Academy is the Trinity College London music examination center for the Ottawa-Hull region.
- ◆ Information on examinations, syllabus as well as application forms are available.

MISSED LESSON POLICY

- ◆ Students are responsible to pay for the time-slot being held for them. That is, the number of lessons that are in each month, not the number of lessons they are present for.
- ◆ Twenty-four hours notice is required to receive a make-up lesson. Last minute cancellations will not be accommodated.
- ◆ Make-up classes will be scheduled as soon as the teacher is available, or on the designated make-up day. Make-up classes must be taken before June 30th, or the lesson will be charged. Make-up classes, once scheduled, cannot be rebooked.
- ◆ Students may reschedule a maximum of four lessons throughout the school year. Once four lessons have been rescheduled for whatever reason, students will be charged for the time slot being held for them.
- ◆ Make-up classes cannot be taken in lieu of regular lessons.
- ◆ For lengthy vacations / absences (2 weeks or more), if make-up lessons are not feasible, the student risks losing their designated timeslot. Two weeks notice is required.
- ◆ If the teacher is absent, the Academy will either assign a substitute teacher or arrange a make-up lesson.
- ◆ Make-up classes/credits are not available for group lessons.

WITHDRAWAL POLICY

- ◆ A minimum of two weeks notice is required to terminate lessons. Students will be charged for the two weeks preceding the notice of termination, regardless of whether or not they are present.
- ◆ Students are considered to be continuing lessons if no notice is provided. Students will be held accountable for the lesson fees incurred.
- ◆ There will be **NO REFUNDS**. Store credit will be provided for the remaining lesson fees. Group lesson fees are not eligible for store credit.