



## REGISTRATION POLICIES

### Tuition and Registration

For tuition prices please see individual course descriptions listed in the catalog. Families may register and pay...

- by mail—send registration form and payment to:  
NCMA, 461 Pierson Street, Crystal Lake, IL 60014
- over the phone – call 815.356.7464
- on-line by visiting [www.ncmusica.org](http://www.ncmusica.org)

Tuition may be paid by cash, check, or credit card.

- For **classes**, payment-in-full is requested one week prior to the start date of the class.
- For **choir**, a tuition deposit is due at the time of registration; retreat registration fee is due 8/1/07. Half of the remaining tuition is due 9/1/07; and the balance is due 11/1/07.
- For **private instruction**, tuition will be divided into two payments; the first payment due one week before the beginning of the term, and the second payment due week nine of the term. Payment-in-full is requested one week prior to the start date for the Summer Term. Students may also choose a monthly payment plan for a \$3 fee per month.

### Tuition Support

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

### Make-Up and Cancellations

NCMA reserves the right to cancel a session due to low enrollment. If NCMA has had to cancel a class/lesson, a make-up class/lesson will 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 NCYC rehearsals.

### Withdrawals

Students wishing to withdrawal must submit a letter in writing to Cynara Pierzina, Executive Director, which is effective the date in which it is written and cannot be made retroactive. Withdrawal requests before the start of a term will be granted a full refund, except for choir deposits (which pay for music and other supplies). Refunds after the first class/rehearsal will be pro-rated and will not be granted after the second class or third choir rehearsal.

### Notice of Nondiscriminatory Policy

The Northwest Community Music Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs and music and other school-administrated programs.