

Student Policies

72-Hour Enrollment Notice

Students must return the completed registration form and remit payment at least 72 hours before they attend their first class or lesson. This allows for necessary administrative and scheduling accommodations. We cannot guarantee that a class or lesson will meet without this advanced notice.

Parent/Caregiver Participation

Parent/Caregiver involvement is essential to the success of the student. Parents/caregivers are required to attend and actively participate in all lessons and classes and continue with practice at home. At least one parent/caregiver must be present for each class or lesson.

Student Supervision

Students must be under the supervision of a parent/caregiver at all times while at ChiME.

Tuition Payments

In order for a student to participate in a class or private lesson his/her tuition must be current (see payment tuition payment options below). Families who are unable to pay tuition by the due date(s) should contact ChiME to discuss alternative possibilities.

Tuition Payment Options

There are 3 payment options available for students on the semester schedule:

Option A

Pay tuition in full by the due date. Option A is the only option available to families enrolling in 9-week classes.

Option B

Option B requires an initial payment of 50% of the total tuition cost for the semester and the registration fee. The remainder of the tuition will be due half-way through the semester.

Option C

Option C requires an initial payment of 25% of the total tuition cost for the semester and the registration fee. The balance due will be divided evenly across the remaining months within the current semester. Payment will be due on the 1st of every month.

Registration Fee

For each class session, There will be a one time registration fee of \$3 for students enrolled only in 9-week classes and \$6 for all other students. This fee cannot be waived and applies regardless of whether a student is only enrolled for a partial semester.

Auto-Payment Plan

Families are able to opt-in to an auto-payment plan with a credit/debit card which will deduct the total tuition due on the specified due date(s) of each quarter/semester.

Private Lesson Schedule Retention

Weekly reserved private lesson times will be retained as long as the family's tuition is current. In the event that tuition is not current, and the family has not communicated with ChiME to discuss alternative possibilities, ChiME will not retain a family's weekly reserved private lesson time.

Attendance

Regular, on-time attendance is expected of all students. If possible, parents/caregivers should notify ChiME at least 24 hours in advance of any absence.

Make-Up Classes

Families may make-up missed classes by attending another class of the same level within the same session of the missed class. Make-up classes must be scheduled in advance by contacting ChiME. Make-up classes cannot be carried over to future sessions.

Make-Up Lessons

When students miss their reserved lesson time, make-up lessons are not guaranteed, and very unlikely to be offered due to the heavy teaching loads of our instructors. In the event that teachers cancel lessons, they will offer a make up at a time that's convenient for your family. In the case that this is not possible, a credit for the lesson will be placed on your account. If you feel that your family is experiencing a serious extenuating circumstance, please discuss it with your teacher or the Program Director.

Class Sizes

Class size is limited to maintain the quality and integrity of our learning environment. Classes are filled on a first-come, first-served basis. Classes must meet minimum enrollment by the conclusion of the first class in order to continue as scheduled.

Class Cancellation

ChiME may cancel classes due to insufficient enrollment. If a class is cancelled, notification will be given after the first week of class and every effort will be made to place the student in another appropriate class. If ChiME is unable to place the student in another appropriate class, a full refund will be provided.

Withdrawing from ChiME

If you need to withdraw from classes or private lessons at ChiME, please contact the Operations Manager. Full tuition will be refunded for registrations cancelled before classes begin. After classes have begun, the unused portion of tuition will be refunded.

Photo and Recording Release

ChiME may take photographs and/or produce audio or video recordings of classes or other Center-related events which may be used by the Center for promotional purposes. By enrolling in classes or lessons at ChiME and acknowledging receipt of ChiME's student policies you: (i) grant to the Center, its legal representatives, authorized agents and assigns, the absolute right to copyright and use in any medium any and all such photos and recordings in which the Student named on the front of this form and his/her Parent(s) or Caregiver may appear; (ii) waive any rights that such Student or his/her Parent(s) or Caregiver may have to inspect or approve such photos and recordings prior to publication by the Center; (iii) acknowledge that you have carefully read and that you understand this release, and (iv) represent that you are legally authorized to sign this release on behalf of the Student named on the front of this form.