

OVATION UNIVERSITY

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Ovation University Policies and Procedures & Registration

COURSE OFFERINGS & FEE

1. **ENROLLMENT.** Ovation University is open year round. New enrollment is accepted year round. There are several private lesson plans available for enrollment.

PRIVATE LESSON PIANO ENROLLMENT

- **Plan A** - 40 lessons – Piano Celebrities lesson - \$1,260.00/ half hour lesson once per week.
- **Plan A1** – 40 lessons – Piano Celebrities lessons \$2,520.00/one hour lesson once per week
- **Plan B** - 18 lessons – Piano Celebrities lesson - \$570.00/ half hour lesson once per week
- **Plan B1** - 18 lessons - Piano Celebrities lesson - \$1,140.00/ one hour lesson once per week
- **Plan C** - 4 lessons - Introductory lessons - \$130.00/ half hour lessons, once per week
- **Plan C1** - 4 lessons - Introductory lessons - \$260.00/ one hour lessons.

PRIVATE LESSON PIANO ROYAL CONSERVATORY PROGRAM

- **Plan APREP*** - 40 lessons - Piano Masters - \$1260.00/30 minute lessons once per week. Mandatory for Royal Conservatory of Music Development Program candidates Level PREP 1 through Level 1.
- **Plan AA***- 40 lessons - Piano Masters - \$1,890.00/45 minute lesson once per week. Mandatory for Royal Conservatory of Music Development Program candidates Level 2 through Level 5.
- **Plan AAA*** - 40 lessons - Piano Masters - \$2,520.00/ 1 hour lesson once per week. Mandatory for Royal Conservatory of Music Development Program candidates Level 6 through Level 10.

A completed Agreement for Music Lessons and registration fee are required for enrollment in all private music lessons, group courses, and camps offered at Ovation University and must be received BEFORE FIRST LESSON.

SPECIAL COURSE OFFERINGS

- **Worship Arts & Song Charts for Piano** - Levels one through Five - 8 weeks - one hour sessions - \$504.00
- **Keyboard Playing as an Auxiliary Instrument** - 4 week course - 1 hour per week - \$252
- **Composer's Hall of Fame** – 8 weeks/ one hour sessions (summer) \$504.00

PRIVATE VOICE LESSONS – Royal Conservatory Program

- **Plan AAV*** - 40 lessons - Vocal - \$1,260.00 - Royal Conservatory of Music Development Program for voice - Level Preparatory through Levels Two - 30 minutes once per week.
- **Plan AAV1*** - 40 lessons - Vocal - \$1,890.00 - Royal Conservatory of Music Development Program for Voice - Level 3 - 5 - 45 minute lesson once per week.
- **Plan AAV2*** - 40 lessons - Vocal - \$2,520.00 - Royal Conservatory of Music Development Program for Voice - Levels Six through Ten - 60 minutes once per week.

PRIVATE VOICE LESSONS – Vocal Celebrities

- **Plan A*** - 40 lessons – Vocal Celebrities - \$1,260.00/ half hour lesson once per week.
- **Plan A1*** – 40 lessons – Vocal Celebrities – \$2,520.00/ one hour lesson, once per week
- **Plan B**** - 18 lessons - Vocal Celebrities - \$570.00/half hour lesson once per week
- **Plan B1**** - 18 lessons - Vocal Celebrities - \$1,140.00/one hour lesson once per week
- **Plan C***** - 4 lessons - Vocal Celebrities - \$130.00/ half hour lesson once per week
- **Plan C1***** - 4 lessons - Vocal Celebrities - \$260.00/one hour lesson once per week

Specialized Vocals

- **Recording Artist 101** – Grades 3 – 12 \$275.00 - 4 one hour recording sessions which includes simple mix CD

2. **PLEASE NOTE: New enrollment is accepted throughout the year. The Plan enrolled in begins on the first date of lesson.**

3. **HOLIDAYS.** The studio will be closed the following dates:
- **2017 August Summer Break** - (Monday, August 7 - Friday, August 11, 2017)
 - **Labor Day** (Monday, September 4, 2017)
 - **Fall Break** (Thursday, October 19 - Friday, October 20, 2017)
 - **Thanksgiving** (Tuesday, November 21 – Friday, November 24, 2017)
 - **Winter Break** (Monday, December 20, 2017 - Wednesday, January 2, 2018)
 - **Spring Break** (Monday, March 19 – Friday, March 23, 2018)
 - **Memorial Day Break** (Monday, May 28 – Friday, June 1, 2018)
 - **Independence Day Week** (Monday, July 2 – Friday, July 6, 2018)
4. **INCLEMENT WEATHER.** Ovation University will follow the Tulsa Public Schools closings in the event of inclement weather. Make-up days for missed lessons due to inclement weather will be offered for all plans. If the studio is closed for three days or more due to inclement weather, the studio will make up those days at the last week in May.

WITHDRAWAL AND ABSENTEE POLICY

1. WITHDRAWALS & SUSPENSIONS With the choices offered for different plans of lesson enrollment, there is a limited allowable reasons for termination of agreement. Students may withdraw from or suspend their lessons only in the event of one of the following situations:

- (i) A student may withdraw if he or she suffers a debilitating injury or illness; and a doctor release is received to resume activity.
- (ii) A student may withdraw if he or she moves from the Tulsa metro area.
- (iii) A student may withdraw if there is loss of employment by the individual responsible for tuition and fee payment.
- (iv) If a student withdraws for any other reason, the agreement will be considered in default and the remaining balance will become due and/or one additional payment for current month and the month proceeding default month (2 installments), whichever is the lesser.**

2. ABSENCES Students are expected to attend the classes in which they are enrolled. An absence occurs when a student fails to give advanced notice prior to a missed lesson. There will be limited exceptions for make-up lessons and no tuition reimbursement for absences.

3. MAKE-UP LESSONS

***All Plan A Category Lessons** The flexibility of Plan A's offers Ovation University students ample time to meet the 40 lesson requirement over the

period of one year. If a student is absent for any reason, a notice **MUST** be given prior to the lesson. If no notification is given, the lesson will be forfeited. The benefit of PLAN A would be the availability of 45 lessons during a calendar year. If student finishes 40 lesson commitment **BEFORE** the 12th month, the 12th month installment is due as agreed. If student wishes to continue lessons for the balance of the 12th month, the per lesson fee will be charged for the remaining weeks in the month and a new agreement will begin on the first of the following month. **Any student absence is counted within the year as one of 5 absences allowed in the plan and does not qualify for a makeup lesson. The only time a lesson will qualify for additional makeup class is due to inclement weather closure or teacher absence.**

****PLAN B:** The student under Plan B are allowed one missed lesson per enrollment period. A missed lesson occurs when a student misses a lesson due to illness, injury, or emergency, or if the student provides prior notice of his or her inability to attend the lesson. If a student misses a lesson for any other reason, the missed lesson is an absence, and the student will not be permitted to attend a make-up lesson. **The only time a lesson will qualify for additional makeup class is due to inclement weather closure or teacher absence.**

*****PLAN C:** No benefit for missed lessons. **The only time a lesson will qualify for additional makeup class is due to inclement weather closure or teacher absence.**

4. **CANCELLATION.** Ovation University reserves the right to cancel a lesson with 24 hours notice to the student. Make-up lessons will be offered for all cancelled lessons.
5. **TARDINESS.** Because the instructors at Ovation University book lessons throughout the day, it is important for the classes to start and end on time. If a lesson does not start on time, the lesson will not be cancelled for a period of up to the first fifteen minutes. If, however, the lesson does not start within the first 15 minutes, this lesson is forfeited and will be counted as an absence.

STUDIO ARRIVAL/DEPARTURE PROCEDURES

- 1 **ADULT SUPERVISION.** When arriving at the studio, all students who are ages Pre-K through age 8 must be accompanied by parent/guardian. Students age 9 and older may wait in reception area without accompanying adult.
- 2 **PARENT/TEACHER VISITATION.** Parents may come into their student's studio and visit with the teacher the last five minutes of their student's lesson.
- 3 **STUDENT PICK-UP.** Students must be picked up physically at the front door. Ovation University and it's employees are not responsible to oversee the student

once they have left the premises. If a student is to meet a parent at another facility within the shopping complex that Ovation University is located, they must be picked up at the door and accompanied by parent/guardian. Ovation University and its employees cannot assume the responsibility of supervision outside of the studio premises.

- 4 No Food or Beverages with the exception of water are allowed in the studio.

TUITION INFORMATION AND PAYMENT PROCEDURE

FEES for events and registrations and miscellaneous items are to be paid with check or cash. No Credit card payments are accepted for payment other than tuition and music materials.

1. **FEE SCHEDULE FOR YEARLY LESSONS.** The Fee Schedule is as follows:
 - Billing is issued on the 20th of the month prior to the month it is due. Tuition is payable in full at the time of enrollment, **or may be paid in monthly installments. For Plan A registration, tuition may be divided into 12 equal installments. For Plan B, tuition may be divided into 5 equal installments, and Plan C is payable in full at time of registration. Tuition rates are stated in Course Offerings & Fees Section.**
 - **TUITION INSTALLMENTS ARE DUE ON THE 1st OF EACH MONTH**
 - All recital fees (\$30.00 each recital) is to be received by the 15th of the month preceding the recital date.
 - All materials are billed separately and are due upon receipt of invoice.
 - All vocal students will assess a \$10.00 fee in the Fall, a \$10.00 fee in the Spring, and a \$10.00 fee in the Summer for new music CDs.
 - Vocal students who request a vocal demo CD recorded for audition purposes will pay and hourly studio rate of \$75.00. This fee will cover the cost of hiring a professional sound engineer, and producing 3 edited and master mixed performances.
2. **TUITION BILLING.** Monthly billing is on the 20th of the month preceding the month for which it is due. Invoices may be mailed, e-mailed, or hand delivered to the student. We accept Cash, Check, Visa, Mastercard, & Discover Card and American Express. There is a \$3.75 convenience fee for all credit card transactions per student for amounts over \$100.00. All tuition payments are due on the first of the month.

RECITALS

1. MID-YEAR RECITAL. The Mid-Year Recital occurs in November, and participation is expected. Recital fee is \$30.00 and will be due November 1st.
2. SPRING RECITAL. The Spring Recital occurs in May, and **participation is expected for all students, with the exception of students enrolled after January 1st of that year.** All students must pay a Spring Recital Fee of \$30.00 that is due with Recital Registration by April 15th. The maximum number of Spring Recital Fees due per family is three (3).
3. OVU THEATRE VENUE. Additional showcase programs will be scheduled to give our students the opportunity to perform throughout the year. The fees to perform will be \$15.00 each student, and the ambience will be more of a theatre style performance with dessert bar offering refreshments (for purchase).
4. TAMTA HOLIDAY SHOWCASE. **The Holiday Showcase will be held as a joined effort with TAMTA Holiday Showcase with no fee.**
- 5.

AUDITIONS AND COMPETITIONS

1. DISTRICT ACHIEVEMENT. The OMTA District Achievement Audition is scheduled to be held at ORU in March or April of each year. Participation in the District Achievement Audition requires payment of a \$20.00 fee that is due 40 days prior to scheduled event. DAA is open to all piano students in K - 12 grade and all voice students 7-12 grade. Students may participate in merit division if they are in grades 3-12. All students who audition at District and receive a I+, I, or I- will be eligible to audition at the State level in May. **There is an additional \$25.00 fee that will be due as a cash payment at the District level State Audition Registration Table.**
2. TAMTA. Participation in the TAMTA Fall Music Festival requires payment of a \$20.00 fee that is due October 1st. The Fall Music Festival is scheduled in November.
3. JUNIOR AUDITIONS occur in October and requires an entry fee of \$20.00, due one month prior. The Junior auditions is for piano students in grades 3 - 8. The Junior Audition is an OMTA sponsored event.
4. SENIOR AUDITIONS occur in February and are for piano and vocal students in 9-12 grades. The entry fee is \$20.00. Senior auditions is an OMTA sponsored event.

5. TAMTA HOLIDAY SHOWCASE is a fundraiser sponsored by Tulsa Accredited Music Teachers Association, and is open to all vocal and piano students at no charge. This event is a great place to pre-view holiday music. This event is held at the Promenade Mall and scheduled in early December.

6. SONATINA COMPETITION is scheduled in February and registration is due in January. There is a \$20.00 entry fee with registration.

7. ROYAL CONSERVATORY DEVELOPMENT PROGRAM ASSESSMENTS: Held once yearly (May/June) for all students enrolled in the RCM DEVELOPMENT Program. Fees are based on Grade level, and are due 90 days before assessments. Students will assess at least once per year.

FEES

1. NOTICE OF FEES. Fees for materials are charged separately from tuition, and payment of all fees and charges is **due immediately upon receipt of an invoice from Ovation University, LLC.**
2. DEPOSIT. Each student must pay a non-refundable one-time yearly deposit fee of \$25.00, which is due at enrollment. The maximum number of deposit fees due per family is three (3).
3. CURRICULUM FEES. This is not an exhaustive list of all curriculum fees.
 - Voice students will be charged a \$10.00 materials fee in the fall and again in the spring for CDs.
 - An additional fee will be charged for songs purchased and downloaded online.
 - The replacement cost for lost CDs is \$5.00.
4. RETURNED CHECK FEE. There is a \$35 fee for all returned checks.
5. AUTO-DRAFT CONVENIENCE FEE. There is a \$3.75 convenience fee charge per student for all credit cards processed for auto-draft payments in the amount of \$100 or more.

Ovation University Registration

Student Name: _____ Birthdate _____

Student Grade(present year) _____ School _____

Parent or Responsible Party _____

Drivers License # _____ State _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Work _____

Email address _____

Automatic Draft Information:

Credit Card type: Visa MasterCard Discovery American Express

Card # _____ EXP _____ 3-digit CODE _____

Date to Draft _____ 1st DAY OF EACH MONTH

We will draft your card on the first date of lesson start in the amount specified as your monthly installment plus enrollment and book fees. Subsequent installment amounts will be charged on the 1st of each month or date of your choice between the 1st and 10th of each month until agreement is paid in full. There is a \$3.75 convenience fee for all auto draft payments.

Payment Options

I am choosing the following option:

Course Name: _____

Amount _____

Monthly Installment _____

OVATION UNIVERSITY AGREEMENT FORM

I, _____, the responsible party for student, _____
have thoroughly read the policy and procedures for Ovation University LLC.

I ____ (initial) understand and agree to the above stated policy and procedures as set forth for the music education of myself, or as the responsible party for my student as a student of Ovation University. I am enrolling myself or my student in the following Plan, Course, or Camp _____

(Start date of agreement _____ end date of agreement _____)

I agree to allow Ovation University and the staff thereof to take photographs and videos of the student enrolled for the purpose of promoting the events and activities of Ovation University in advertisement and social media promotions. _____ (initial)

Parent or Legal Guardian

Jo Dee Davis, Director
Ovation University, LLC

Date

Date

Please sign and return to Director for signature of acceptance, and keep a signed copy for your records with your policy and procedures manual.

Ovation University LLC - RELEASE OF LIABILITY

READ CAREFULLY - THIS AFFECTS YOUR LEGAL RIGHTS

In exchange for participation in the activity of Private Lessons, Group Classes, and Summer Camp Programs and any other activity organized by Ovation University LLC, of 11047 South Memorial Drive, Tulsa, Oklahoma, 74133 and/or use of property, facilities and services of Ovation University LLC and any or all employees, I agree for myself and for any member of my family or any person I have legal oversight, to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by Ovation University LLC, or the employees, representatives or agents of Ovation University LLC.
2. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself, my child, and any family member, or legal custodial child, and further release and discharge Ovation University LLC for injury, loss or damage arising out of my or my family's, or legal custodial child use of or presence upon the facilities of Ovation University LLC, whether cause by the fault of myself, my family, my custodial child, Ovation University LLC or other third parties.
3. I agree to indemnify and defend Ovation University LLC against all claims, causes of action, damages, judgments, cost or expenses, including attorney fees and other litigation costs, which may in any way arise from my of my family's, or my custodial child's use of presence upon the facilities of Ovation University LLC.
4. I agree to pay for all damages to the facilities of Ovation University LLC caused by my or my family's negligent, reckless, or willful actions.
5. Any legal or equitable claim that may arise from participation in the above shall be resolved under Oklahoma law.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERWSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

DATED: _____

SIGNATURE: _____

PARTICIPANT: _____

ADDRESS: _____

In case of an emergency, please

call _____ Relationship _____ Phone _____

If 911 is called, please specify hospital you would choose: _____

Doctor: _____

Phone: _____