

SIGNING UP

- **Registering for an “Interest” class is how you sign up** to be contacted about scheduling lessons or joining a group. We do NOT publish individual lesson times to sign up for - all scheduling is done through the Registrar.
- **After you enroll in an interest class:**
 - The Registrar will post the registration fee to your account. **To receive the Early Bird Discount, the registration fee must be PAID by 11:59pm on 8/16/23.**
 - **The registrar will email you** to schedule your lessons, begin the ensemble-matching process, etc.
 - *Some scheduling is quick and easy, and other scheduling takes time. We appreciate your patience!*
- **New students**, please **include relevant information** (instrument you wish to take lessons on, scheduling availability, etc.) on your **registration form**.
- **Returning students**, **include a comment** in the “instrument & scheduling notes” field when you enroll so that we know what you’re looking for.

REGISTRATION FEE & TUITION

- The Annual Registration Fee is **\$50 per household per academic year**.
 - The registration fee will be posted to your account after you have submitted your registration form.
 - To receive the **Early Bird Discount**, the registration fee must be **PAID by 11:59pm on 8/16/23**.
 - For all registrations after 8/16/23, **THE REGISTRATION FEE MUST BE PAID BEFORE YOU CAN ATTEND YOUR FIRST LESSON/REHEARSAL/CLASS.**
- **Tuition** will post to your account on the 1st of each month September-June.
- If you are on automatic payments and you select the 15th as the date for your card to be charged, please keep in mind that you are paying for that month’s programming 1st-31st, not the upcoming 15th-14th.

SCHOOL-YEAR CALENDAR

- A printable school-year lesson & rehearsal calendar can be viewed on our [website](#). You will also receive the link from the Registrar along with your confirmation information. **Please print it out and keep it handy so you know when you have a lesson/rehearsal!**
- In order to ensure that all students have the same total number of lessons/rehearsals over the course of the school year, note that we are **OPEN ON SEVERAL HOLIDAYS**, such as **Martin Luther King Jr. Day, Memorial Day**, etc. We follow Portland Schools’ vacation weeks, but we set our own calendar outside of that. Again, the reason for this is to balance out the number of lessons on each day of the week.
- Your **monthly tuition is the SAME EVERY MONTH** regardless of the number of lessons or rehearsals you have in a given month. We calculate total tuition for the year and then average it out over the 10 months of the school year, September-June, to simplify billing and budgeting for families. Some months, you may have three, four, or even five lessons/rehearsals, but your monthly cost will remain the same.
- Billing ends automatically at the end of June unless you opt in to summer programming.

BILLING & PAYMENT: SCHOOL-YEAR LESSONS & ENSEMBLES

TUITION POSTING & PAYMENT

- Tuition will **post** to your account in the Jackrabbit Family Portal on the **1st of each month September-June**.
- We ask for **ALL PAYMENTS** to be made **ONLINE** through the [Jackrabbit Family Portal](#). No cash or check payments, please.
- Please note that even if you enter your credit card information, it will **NOT** automatically be charged unless you manually make a payment or opt in to monthly auto payments.
 - If paying manually, select “Pay Now.”
 - If you want to set up auto pay, you may select the 1st or 15th as your payment date.
- If your card info needs to be updated, please do so in the Family Portal.
- **Billing questions should be directed to Aviva Shaw**, Director of Development & Operations, ashaw@mamm.rocks.

ANNUAL REGISTRATION FEE

- A **\$50 ANNUAL REGISTRATION FEE PER FAMILY** is required to register for school-year programs. Please note that there is only one charge per family per academic year.
- Example: if a student is enrolled in ensembles and lessons at MAMM, the family is still only charged \$50. Likewise, if a family has more than one sibling enrolled at MAMM, the charge is still only \$50.

BILLING IS THE SAME EVERY MONTH, SEPT-JUNE

- Your **monthly tuition is the SAME EVERY MONTH** regardless of the number of lessons or rehearsals you have in a given month. We calculate total tuition for the year and then average it out over the 10 months of the school year, September-June, to simplify billing and budgeting for families.
- Our calendar is set up to ensure that each student has the same number of **TOTAL** lessons/rehearsals over the course of the school year, regardless of whether they are a Monday student, Tuesday student, etc. Some months, you may have three, four, or even four programming days, but your monthly cost will remain the same.
- **Billing stops automatically at the end of June** unless you opt in to summer programming.

DISCOUNTS & SCHOLARSHIPS

- There is a **\$10 monthly discount** for any student enrolled in **multiple MAMM programs** (for example, a student enrolled in private lessons and an ensemble), and for multiple siblings enrolled in MAMM programs (for example, two siblings enrolled in private lessons).
- Students co-enrolled in **MAMMOTH Rock Chorus** and another program (band, lessons, etc.) will receive **half off** chorus tuition.
- We strive to make music instruction financially accessible to any deserving student. **Need-based scholarships** are available on a first-come, first-served basis. Qualifying families will receive up to half the cost of tuition in scholarship. Please contact us for more information.

LATE FEES

- Accounts with outstanding balances of over 15 working days will be charged a LATE PAYMENT FEE of \$25.
- An additional \$50 will be charged for each additional month of unpaid tuition.
- Maine Academy of Modern Music reserves the right to stop a student's instructional activities at any time if there is an unpaid account balance of more than 15 working days.

- Jurisdiction for the collection of delinquent funds will be in Cumberland County, Maine. MAMM is entitled to recover all costs and fees incurred in the collection of judgment plus 1.5% per month fee for all late payments.

CANCELLATION, PAUSING, & WITHDRAWAL

- **WE REQUIRE 30-DAY WRITTEN NOTICE OF WITHDRAWAL, CANCELLATION, or PAUSING ENROLLMENT**
 - **Example:** You give notice of pausing lessons on November 10. You attend and pay for lessons through December 10.
 - **A student cannot simply tell the teacher verbally that they are withdrawing, nor can the student simply stop attending the lessons.**
 - If a written, thirty day notice is not received, your account will automatically be billed for each additional month until a 30-day notice is received.
- **If something unexpected comes up and you must pause enrollment effective immediately,** then you will be billed as normal for the next 30 days, but the balance can be used as **credit** for when you return. Credit must be used by the end of the following summer.
 - **Example:** You give notice on November 10 that you cannot attend lessons for the winter effective immediately. Tuition for the next 30 days is still due in full, but you will have a month of credit for when you return.
- In the case of serious illness or injury, we may waive the standard withdrawal policy. A doctor's note must accompany the request.

MUSIC / PHOTO / VIDEO RELEASE

- **I hereby release** the use of music, photographic, and video images and work product of the above participant for the purpose of promotion and display to the general public.
- **If I do NOT wish to release** the use of music, photographic, and video images and work product of the above participant, by checking this box I agree that **I must inform MAMM in writing that I would like to opt out.** This can be done by including a comment on your registration form and/or emailing registrar@maineacademyofmodernmusic.org.