

## **Enrollment**

All new students who enroll at Akademia Hollywood, have to fill out the enrollment form, have a photo taken and pay the full amount before the first lesson starts.

## **Deposit**

All students who are attending individual lessons are asked to pay an upfront deposit 50% up to full monthly payment or a minimum of 2500 Lekë the first month of their enrollment.

## **Expectations**

Every student is expected to show up in time. If a student shows up late at lesson, he/she will have the lesson only for the remaining time of its schedule.

## **Cancellations**

If your teacher can't be with you on the lesson day, Akademia Hollywood will find a substitute for your lesson. If a substitute won't be found, we will find a day and time to reschedule.

## **Make Up Lessons**

One make up lesson will be issued every term for scheduled lesson cancelled 24 hours in advance. Make up lessons apply only to individual classes and not group classes.

## **Discontinuation of lessons**

Your enrollment will remain the same throughout the calendar year unless we are notified otherwise by you. If you wish to discontinue your lessons for the following month, you are required to notify us at least 2 weeks prior to the first day of the new month, or full fees (based on your current enrolment) for the following term will be payable and you will be invoiced accordingly. If you cease to attend without giving us any notice, you will still be invoiced as per the above. Please note that simply telling a teacher does not count as notifying.

## **Payments and Fees**

During the academic year, payments are made on the first lesson of the month for all individual lessons. Group lessons pay every 10 weeks. Please check our calendar for details.

## **Summer Season**

After the 21st of June, Akademia Hollywood will be open for business Monday to Thursday with limited scheduled time. Summer season ends the last week of July.

## **Family discounts and others**

Akademia Hollywood offers family discounts to relatives who attend our lessons. We offer a 10% discount for the second child, and 15% for the third.

Akademia Hollywood offers also discounts to underprivileged families or single parents families.

## **School Breaks/Extraordinary conditions**

Akademia Hollywood doesn't follow the public school calendar. Please check the calendar for details. In cases of extraordinary conditions, the office will contact you about your scheduled lessons.

## **Photos and Videos permission**

During shows and concerts Akademia Hollywood will take photos and videos which are uploaded to our website or Facebook page. We will upload only photos during the shows, with the consent of parents.

## **Student Behaviour/late fees**

It is important that all students feel valued, respected and safe at Akademia Hollywood. We reserve the right to discontinue the enrollment of a student whose behaviour is disruptive or upsetting to other students or staff. This also applies to students whose payments are always late.

## **Waiting area**

Please walk your kids to the class and do not leave them unattended.

## **Fees for concerts**

We offer around 12 shows a year, but sometimes when we have to rent a place we will ask every performer to pitch in a sum so we can afford the rent and the extra payments.

## **Non Discrimination Policy**

The school does not discriminate against applicants, students or staff on the basis of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation. The school will not tolerate such behaviour.