

Terms of Registration

The CCA must receive payment in full and a completed registration form for all students enrolling in a CCA class or lesson. To register for a class, lesson or workshop at the Chelsea Center for the Arts, please see our [Registration](#) page.

Please note that we have different requirements for group and private lessons - they are as follows:

Group Class Registration (Visual Arts and Group Music)

- **Registration** - Students should register and pay for classes at least one week in advance of the start to assure space and materials in the class. Registration is taken first come first serve based on payment received in full.
- **Withdrawals** - The CCA reserves the right to charge a \$10 administrative fee for any student-initiated transfers or withdrawals.
- **Scheduling for Group Classes:** Group classes are scheduled in advance. Schedules are available online or in the office.
- **Absences:** CCA does not make up classes, group lessons missed by students. An instructor will reschedule a class or group lessons that was cancelled because of weather or instructor absence.

Private Lesson Information

- **Registration (one-on-one lessons)** - Prior to enrollment, new private music students must arrange a personal consultation with the prospective faculty member; this may be done in person, by phone or by email. Each instructor designs their own lesson package which may include a number of group lessons or master classes. Once you have established your lesson package and time with your private instructor, submit your registration form (available from your instructor, in the office, or on our website) to the office.
- **Scheduling for Private Lessons** (which may or may not include group lessons or master classes) - Private lesson times will be arranged by student and instructor, based on schedule and room availability. It is assumed that this lesson time will continue throughout the semester, unless student and instructor mutually arrange another time. Group lessons or master classes will be scheduled at the beginning of the semester, with any additional classes scheduled as needed. Please be sure to examine your instructor's lesson package and carefully note when the group lessons occur. Note that the Winter-Spring semester (22 weeks) is considerably longer than the Fall semester (15 weeks). This is reflected in the tuition amount for each semester.
- **Absences** - Students registered for individual instruction are allowed one excused absence per semester. In those cases, 24-hour notice must be given by the student to receive a make-up lesson. Students must call both CCA and the private instructor at home. If proper notice is not received, the lesson is forfeited and the student will be billed for the scheduled time. Unexcused lessons include those with insufficient notice and any beyond the one excused lesson per semester. These will not be made up.

Instructors who must cancel a lesson should also provide students with 24 hours notice. Should the instructor suddenly become ill or have an unexpected conflict, the student

should be notified at home and at an additional location—either school, or preferably, a parent’s alternate phone number. Please be sure to provide your private instructor with alternate phone numbers, in case they need to contact you. All lessons missed due to Holidays, poor weather, or instructor absence will be made up at the mutual convenience of both student and instructor, prior to the end of the semester.

Withdrawals and Refunds

Each student is expected to commit to the entire semester of lessons or entire session of a group class. However, if a student notifies the office in writing within the fourth week of the private music semester or one week prior to the beginning of a group class, balance of tuition paid will be refunded minus a \$10 administrative fee.

REFUNDS WILL NOT BE GIVEN FOR WITHDRAWALS AFTER THE FOURTH WEEK OF THE SEMESTER FOR PRIVATE MUSIC LESSONS.

CCA reserves the right to cancel any class due to insufficient enrollment. In those cases, all fees will be refunded.

Tardiness

Students are expected to attend private lessons and group lessons regularly, arrive on time, and to bring required materials to each private and group lesson. Students arriving more than 10 minutes late to a lesson risk having that lesson forfeited and will be billed for the scheduled time. If a student is late for a scheduled lesson, the lesson will end at the scheduled time.

Weather Cancellation Policy

Private lessons, ensembles, and group classes follow the same school closures as the Chelsea Schools. These meetings are assumed cancelled if Chelsea School District cancels for any reason. Students are not required to attend lessons on those days; however, they should contact their instructor if there is any question about the possibility of holding lessons. The message machine at CCA, 734-433-ARTS (2787), will have the current status of classes and ensembles, updated at 12 noon, with final information for that day. Lessons missed for a CCA emergency or weather related reasons will be made up at a mutually convenient future date.

Bus Transportation

Chelsea Schools will bus students to Chelsea Center for the Arts on Tuesdays and Thursdays for a small fee. The fee must be paid in advance to the Chelsea Bus Garage. To arrange transportation, parents should call 433-2274 and speak with Chris. Chelsea Center for the Arts is a facilitator for, and not a coordinator, between the Chelsea Bus Garage and parents. Parents are responsible for arranging transportation to and from the Chelsea Center for the Arts.