

POLICIES AND PROCEDURES - TERMS AND CONDITIONS - STUDENT/PARENT AGREEMENT
info@utahcopa.com

IMPORTANT: PLEASE READ CAREFULLY. YOU MUST ACCEPT THESE TERMS IN ORDER TO REGISTER.

(note: The name "Utah COPA" is a registered DBA of Robbins Music Theatre Academy, and is used in this document to represent Robbins Music Theatre Academy)

REGISTRATION

1. A credit card is required to register. Utah COPA will keep it on file.
2. An email address is required to register for Utah COPA. Please do not check the box to not receive emails.
3. There is a one-time registration fee of \$39 per student, \$21 for the second, \$10 for the third, and \$0 for any additional family members. The registration fee must be paid at the time of registration. The registration fee is non-refundable.
4. Concert/Showcase fees are non-refundable.
5. Open classes may be dropped UP UNTIL 60 days prior to any performance. After that time, the student will be responsible for tuition and all fees until the performance, even if the student stops attending. (Please download the class calendar and General calendar at www.utahcopa.com at the beginning of every academic year). For company member dropping policies, please refer to the company handbook.
6. Faculty members may change before or during the course of the academic year.
7. Summer classes and camps will be paid in full at the time of registration. There is no registration fee for summer camps.
8. There are no refunds for summer registration.

TUITION AND FEES

1. Tuition is due on or before the 8th of every month. You may sign up for "auto-pay" which allows Utah COPA to run your card on file for your balance due on the 1st of each month. If your card declines, or if you decide to pay manually and payment is not made by the 8th, your card on file will be processed for your balance due, with a late fee.
2. A \$10 late fee will be assessed for payments made after the 8th. If tuition is more than one month late, Utah COPA reserves the right to replace the student in the academy.
3. Tuition is a set fee per month, regardless of how many classes are in that month. Tuition is averaged over the year and divided by the amount of months in the semester so that each month's payment is consistent. However, first month's tuition may sometimes be prorated, depending on the year and at the express decision of Utah COPA. COPA may offer workshops in lieu of normal classes after the Spring Concert in the last month of the semester. Tuition in this case would not change. May tuition also covers the cost of the educational experience in the theater during concert week.
4. In order to drop (as per requirements outlined above), you must send Utah COPA written notice by email to info@utahcopa.com. Verbal notice will not be sufficient. Charges will stop 31 days after receipt of such email, and all charges due in that period will be the responsibility of the student/family. Students are welcome to continue classes until the charges stop. Performance fees are not refundable. For company member dropping policies, please refer to the company handbook.
5. Performance fees will be charged up to 90 days before the event, and are not refundable.

6. Tuition will not be reimbursed for missed classes.

MASTER CLASSES (all classes except companies or dance classes)

- 1. Master classes will be held each semester. Please refer to the class calendar for the schedule of dates. Event Forms will be sent via email as the master class approaches. Parents are invited and encouraged to attend.**
- 2. A \$15 fee will be charged for each Master Class.**

MUSIC AND THE UTAH COPA APP

- 1. Most classes require music or other content to be distributed to each student in order for the student to practice at home and for the class to run efficiently. COPA is legally obligated to purchase the license rights to each of these songs. This fee pays for the copyrights for student use in the classroom, building/maintaining the app, purchasing the tracks, and creating the demos.**
- 2. Accounts will be charged up to \$25 per year per student to access this music and other content via the Utah COPA mobile app and/or website.**
- 3. Access to the app/website will be given the first week of class for each semester, or soon after the student registers. Registration for the app must be done by COPA admin in order to get proper access to the music.**

PERFORMANCES FOR CLASSES

- 1. Multiple performances will be held during the academic year. Please check the general calendar and class/company calendar for dates. Calendars are available for download from www.utahcopa.com.**
- 2. Tickets are charged for most Utah COPA performances.**
- 3. Several classes/rehearsals prior to performances will be designated as mandatory. Mandatory rehearsals are held prior to the performances for the express purpose of preparing the class for the performances. If mandatory rehearsals/classes are missed, the student may not be able to perform. Fees will not be reimbursed in this circumstance. Please check the calendar for these dates.**
- 4. Performances are required events.**
- 5. The Performance fee is \$55 per event for all classes except the youngest Fundamentals classes. Their Performance fee is \$35. The performance fee for Group Voice and Acting classes is also \$35.**
- 7. The MDT costume rental fee is \$55 per performance for all classes except for Fundamentals classes, which is \$50. Songwriting, Group Voice and Acting classes are not charged a costume fee.**
- 8. Dance classes will be charged a \$70 costume fee and will keep the costume following the performance. The Fundamentals dance classes will be charged \$60 for the Winter concert for a costume they will keep and \$45 for the Spring concert for a costume rental.**
- 9. All performance fees will be charged to your account up to 90 days before the event.**
- 10. All students must have a zero balance on their account in order to perform.**
- 11. It is understood that the performance fee covers the hard costs of the performance including: theater rental, crew salary, programs, materials, planning meetings, prop/set creation/rental, pick up and return of sets and props, and projection creation, etc.**
- 12. During performance week, classes may be replaced by tech rehearsal. This rehearsal (a truly educational experience) becomes the class time, paying for the teachers time at the theater.**

13. The directors and instructors will do their best to provide opportunities for each child to shine during the year. However, it is impossible to have total equality in length and staging of artistic endeavors, nor is it COPA's philosophy to make all performance opportunities equal. COPA believes in giving students a variety of experiences. Many factors are taken into consideration when assigning solos and dance features including readiness, seniority, professional behavior, and educational opportunities.

COMPANIES AND COMPANY MEMBERS

1. In addition to this form, company members are subject to an additional company handbook and contract which must be signed and returned before classes begin. For company members, the company handbook overrides any conflicting information in this policies and procedures document. Please refer to said documents for further information and requirements.

LATE PICK-UP OF STUDENTS

1. If a parent is over 10 minutes late to pick up their child, fees may apply. Emergencies and special circumstances may be taken into consideration.
2. When a parent is 10 or more minutes late, the fee is \$15.00.
3. When a parent is 20 or more minutes late, the fee is \$30.00.

CLASS SCHEDULES

1. COPA follows the local School District academic calendar. Due to the school district's breaks, several Monday classes will be missed throughout the year; more than any other day in the week. Therefore, to make it as equitable as possible to the Monday classes, Monday class students may choose from two options to make up their missed classes: 1) at the student/parent's request, they may attend another level appropriate class during that week, and 2) Monday makeup workshops may be offered several times throughout the year.

COPA BUILDING AND EVENTS

1. No weapons, alcohol, tobacco, illegal drugs or substances, adult media, or any other potentially harmful or illicit items may be brought into the COPA building or to COPA events.
2. Food and drink is not allowed in classrooms, with the exception of a sealable water container. Food is allowed in the breakroom
3. COPA is not responsible for personal items brought into the COPA building or to COPA events. Students are welcome to use the lockers (if available) at the building, but at their own risk.

FORCE MAJEURE

1. In the event of any force majeure event that may interrupt the normal course of class activity, COPA will do everything in its power to continue with class operation, possibly by alternative means of instruction. This may include pre recorded lectures, live online instruction, study from home, or other means. Unless otherwise notified in writing from COPA, all classes and normal tuition charges will continue.

RELEASE OF LIABILITY AND TALENT

1. All Utah COPA students, guardians, family and friends will indemnify and hold Utah COPA and its affiliates harmless for any injury received on the property, vocal or otherwise.

2. All Utah COPA students hereby assign and grant to Utah COPA the right and permission to use and publish the photographs/film/video/electronic representations and/or sound recordings made of COPA students or family members at all Studio activities, and hereby release Utah COPA and its affiliates from any and all liability from such use and publication. All Utah COPA students hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/video/electronic representations and/or sound recordings without limitation at the discretion of Utah COPA and specifically waive any right to any compensation for any of the foregoing.

CONTACT

1. Questions and concerns should be sent to info@utahcopa.com. Messages will be forwarded to the appropriate instructors or directors. You may call and leave a message, however voice messages may be checked less frequently.

2. Messages left by voicemail will not be considered acceptable notice for missed lessons or dropped classes.

3. Email is the primary method of communication between Utah COPA and students/parents. If you did not enter your email online when registering, or if you checked the "do not send emails to my family", you will not receive pertinent information. Utah COPA will not be held responsible for information not received if you choose to not receive emails, or if our emails get filtered to your junk folder. We highly recommend you enable email communication.

I have read and understand the policies and procedures of Utah COPA.

I have received or will obtain a copy of Utah COPA policies & procedures and will take the responsibility to carefully read and follow the rules and policies therein. I understand that Utah COPA does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc. I further understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation with Utah COPA, and I voluntarily assume the risks associated with such participation.