

Membership Policies

Holidays & Closures

NCMA is closed in honor of the holidays listed below. In addition, classes may be closed on Saturday if the holiday falls near the weekend. Tuition is not subject to adjustment for closures.

January: New Year's Day

February: President's Days

May: Memorial Day

July: Independence Day

September: Labor Day

November: Veteran's Day

November: Thanksgiving Weekend

December: Holiday Break

(Closed between Christmas Eve & New Year's Day)

Required Safety Equipment

NCMA has gone to great lengths to make it one of the safest facilities in the nation. All students must purchase their gear package by orange belt. A full set of sparring gear must be brought with you to class in order to participate. If you lose a piece to your set, you must replace it immediately.

Uniforms & Patches

Uniforms must be neat, clean and pressed at all times. Patches need to be purchased and on the uniform before the first test.

Tuition Policies

Please refer to your signed copy of the Contractual Agreement provided at enrollment for your specific program term, tuition rate, renewal date, and method of payment. The following are general policies:

Tuition Policy:

- Standard no refund policy
- There are no pro-rations of tuition for missed classes
- Payment is due for your program term regardless of attendance.

Schedule Changes

After each test period, the class schedule may be adjusted to accommodate new belt promotions. Students may need to move from their present class time to a higher belt level class. There is no guarantee you will receive your class preference, however, our goal is to offer a convenient selection of color belt choices on the schedule. Students must all sign up for their class preference after belt award week. Students (and parents) must

understand that when a student's belt color changes as they advance to black belt, they may need to change classes.

Make Up Class Policy

If you wish to make up a missed class, it is required that you call the office to schedule the make up class. Make ups may only be conducted in non-full classes. Students are not allowed to drop in and attend classes to which they are not assigned without prior approval. Maintaining appropriate class size and student teacher ratio is important to us. Please assist us by not attending other student's classes.

Freezing Your Membership

If your schedule requires that you take time off from your karate class before the completion of your 12 or 48 month program, you must notify NCMA by submitting a "Freeze Notice" in advance of the month you are to be away. Payment of the absent month(s) will be made as usual. However, a full credit for the "frozen" month will be applied to the end of the program term.

Terms & Conditions to Freeze:

- A full calendar month is required to freeze (not partial months) - 1st to the 30th.
- A maximum of 1 month may be frozen per year under the 12 month or 48 month program.
- Students that take time off beyond 1 month per year will not receive credit for missed time.
- Credit will only be applied if the Freeze Notice form is provided before the freeze month.