

POLICIES AND PROCEDURES - THE MUSIC SETTLEMENT (REV 9/3/2010)

registration //

Registrants are automatically enrolled for the full year (both Fall and Spring semesters) unless a written request for discontinuance is received by the Enrollment and Customer Service Office. Summer registration is separate. Students may begin private instruction or music therapy at any time during the year. By sending in your payment and signed registration form, you are agreeing to abide by the policies and procedures of The Music Settlement. The Music Settlement reserves the right to change any curricular offering, policy, procedure or fee at any time. **No registrants may start without a completed registration form and payment at least 24 hours in advance of start date.**

financial aid + other financial resources //

The Music Settlement offers need-based financial aid to qualifying families, and accepts third party payments from County Boards of Developmental Disabilities and other agencies. Our Music Therapy Dept. is an approved Autism Scholarship provider with the Ohio Dept. of Education. Please call for more information or download a financial aid application at www.themusicsettlement.org.

discount policy (some exclusions may apply) //

*Senior Discount :

Present your Golden Buckeye Card and receive a 10% discount in Music Instruction. This discount may not be used in conjunction with any other discount.

*New Student Discount:

New students enrolled by August 1 will receive a 10% discount in Music Instruction and Arts for the Young, with the exception of short-term courses. This discount may not be used in conjunction with any other discount. **Multiple classes must be registered at the same time to receive this discount.**

Sibling Discount:

Siblings of students participating in Arts for the Young classes during the same session qualify for a 10% discount. **This discount may not be used in conjunction with the New Student Discount.**

Ensemble Discount:

Students enrolled in regular private lessons will receive 20% off of all ensembles with the exclusion of Jazz Prep and Not Just Orchestra Program. **This discount may not be used in conjunction with the New Student or Senior Discount.**

Jazz Prep Program Private Lesson Discount:

Students enrolled in the full Jazz Prep program will receive 20% off of private lessons.

tuition payment methods //

Tuition and fees are due whether or not a bill has been received. Payments may be made by cash, check, money order or credit card (Visa, Mastercard and Discover). Payments are first applied to any past due amounts or fees, and then to current tuition due.

tuition payment plans //

Option I [1 payment]:

All tuition is paid at the time of registration.

Option II [maximum of 4 payments]:

The first payment is due at time of registration. Payments are due on the first of October, December and February. Spring registrants only: payments are due on the first of February and April.

Option III [maximum of 8 payments]:

The first payment is due at time of registration. Payments are due by the first of each month, September–March (October–April if registration occurs after August 15). Spring registrants only: remaining payments are due monthly on the first of February–May. A \$10.00 installment fee is charged for this plan.

fees //

In addition to tuition, the following fees may be applied:

Registration Fee:

\$35 non-refundable, yearly registration fee for a single registrant, or \$50 for two or more registering in a single family, is due at time of registration.

Installment Payment Plan Fee:

For accounts using Option III, a \$10 annual fee will be charged per family.

Reinstatement Fee:

\$35 will be charged to re-enroll a registrant after discontinuance. This fee does not apply when transferring from one course to another.

Accompaniment Fee:

\$9 per 30 minutes as arranged by the instructor. \$162/semester for weekly voice accompaniment.

Late Fee:

A \$10 late fee is assessed on all past-due accounts and/or for payments on accounts received after the 10th of the month.

Returned Checks:

A \$30 charge is assessed for checks returned by the bank for any reason. Two checks returned on an account may require future payments be made in verified funds.

Security Card Deposit / Access Sign-in Fee:

A refundable security card deposit of \$10.00 is required for all registrants, and will be refunded upon the return of the card. If the card is lost or stolen, a new deposit is required. Up to three cards per account may be requested. **All accounts for registrants or registrant family members or care-givers who have signed in more than three times will be billed a \$3.00 fee per incident.**

discontinuance //

Registration Discontinuance:

If we do not receive a completed discontinuance form prior to the fourth week of private lessons and sessions, registrants are responsible for four weeks of tuition (excluding holidays). If we do not receive a completed discontinuance form prior to the fourth week of classes and group sessions, registrants are responsible for tuition through the end of each semester. Short-term courses (9 weeks) are responsible for discontinuance notification prior to the second week of services or full tuition is due.

Suspension / Administrative Discontinuance:

A registrant may be suspended for non-payment of tuition. No credit will be given for missed classes/sessions and times may be forfeited. The student/client remains responsible for all tuition and fees due and is subject to administrative discontinuance policy. The Music Settlement reserves the right to discontinue any registrant who does not adhere to school policies. In such cases, the registrant is responsible for all tuition and fees due according to Registration Discontinuance policy above.

Reinstatement:

A registrant who wishes to be reinstated after suspension or administrative discontinuance must pay the entire balance in full plus a reinstatement fee prior to reinstatement.

absences //

Registrant Absence:

Regular attendance is expected. The registrant must notify the instructor / therapist prior to any absence. No credit is given for registrant absence. Three or more consecutive unexcused absences or excessive tardiness may result in a registrant's discontinuance by The Music Settlement. Anticipated prolonged absences must be reported immediately to the ECS office. Partial tuition credits may be given at the discretion of The Music Settlement.

Instructor/Therapist Absence:

DOM and AFY instructors are encouraged to reschedule any sessions or classes they miss. A registrant's account will be credited for any instructor or therapist absence that cannot be made up.

Emergency School Closings:

Classes will not be rescheduled and tuition will not be credited in the event of any emergency school closing due to weather or other circumstance beyond the control of The Music Settlement.

photography + publicity //

The Music Settlement uses photography and video to document lessons, classes and events. These photos and video may be used online, in brochures, advertising or public relations activities. Photographs and video featuring registered students are considered eligible for publication or public use unless the student (or parent/guardian of student under 18) submits a Request for Non-use, available through the ECS department. Call (216) 421-5806, ext. 100, for more information.

all students welcome policy //

The Music Settlement does not discriminate on the basis of race, color, gender, sexual orientation, national or ethnic origin in the administration of its financial aid, admissions, or educational policies.