

## **POLICIES AND PROCEDURES- THE MUSIC SETTLEMENT**

### **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.

### **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 Department of Music Therapy is an approved Autism Scholarship provider with the Ohio Department of Education. Please call for more information or download a financial aid application from our website at [www.themusicsettlement.org](http://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 other discounts.

#### *New Students:*

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.

#### *Sibling Discount:*

Siblings participating in Arts for the Young classes during the same session qualify for a 10% 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.

#### *Jazz Prep Program Private Lesson Discount:*

Students who are 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. By sending in your payment and 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 students will be registered without a completed registration form and payment.

### **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:*

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.

#### *Access Sign-In Fee:*

All accounts for registrants or registrant family members who have signed in more than three times will be billed a \$3.00 fee per incident.

### **discontinuation //**

#### *Registration Discontinuation:*

After the third week of services for all private lessons and sessions, registrants are responsible for four weeks of tuition (excluding holidays) after written notification of discontinuance is received in the ECS office. For group sessions and classes, registrants are responsible for tuition through the end of each semester.

#### *Suspension:*

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 discontinuation.

#### *Administrative Discontinuation:*

The Music Settlement reserves the right to discontinue any student/client who has not adhered to school policies. In such cases, the registrant is still responsible for all tuition and fees due.

#### *Reinstatement:*

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

### **absences //**

#### *Registrant Absence:*

Regular attendance is expected. The registrant must notify the instructor or 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 discontinuation by The Music Settlement. 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.