REGISTRATION

Fall/Spring Registrants are enrolled for a full year of private lessons or sessions (36 weeks). Summer registration is separate. Registrants may begin private instruction or music therapy any time during the year, pending availability. By registering online, by mail, over the phone, in person, or sending in payment and a signed registration form for any TMS offering, parents and registrants agree 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 without notice. Registration and payment must be received a minimum of 24 hours prior to start date.

In addition to tuition for the Fall/Spring terms, a $35 non-refundable registration fee for a single registrant per year, or $50 for two or more registering in a single family, is due at time of registration. Early Childhood Programs: please see details below.

DOWN PAYMENTS AND REGISTRATION FEES CENTER FOR EARLY CHILDHOOD:
A $75 non-refundable registration fee for a single registrant per year ($25 per additional child in a single family) is due at the time of registration for Preschool, Day School, and Kindergarten programs.

Day School and Kindergarten A non-refundable $500 down payment is required at time of registration, with remaining payments due August 1 through June 1.

Preschool A non-refundable $300 down payment is required at time of registration, with remaining payments due August 1 through April 1.

Extended Day Programs A non-refundable $100 down payment is required at time of registration, with remaining payments due August 1 through April 1.

Lunch Bunch A non-refundable $50 down payment is required at time of registration, with remaining payments due October 1 through April 1.

Fall & Spring Explorers (Keyboard & Dance) A non-refundable $50 down payment is required at time of registration, with remaining payments billed in three monthly installments (full payment is also an option). Available for Pre-K Preschool and Day School and Kindergarten students in Early Childhood only.

Fall & Spring Arts For the Young A non-refundable $50 down payment is required at time of registration, with remaining payments billed in three monthly installments (full payment is also an option).

CENTERS FOR MUSIC & MUSIC THERAPY:

Fall/Spring Private Lessons/Sessions A $200 down payment is required at time of registration, with remaining payments due monthly through February 1. After January 15, a $100 down payment is required at time of registration with remaining payments due monthly through May 1.

Fall & Spring Group Sessions A $100 down payment is required at the time of registration with remaining payments due monthly through February 1. After January 15, a $50 down payment is required at time of registration with remaining payments due monthly through May 1.

One-Semester Classes: Any classes offered for only one semester require a $50 down payment at time of registration.

Short-term Courses, Summer Classes, Lessons or Sessions: Payment is due in full at time of registration: no payment plan.

ALL SUMMER CAMPS: A 50-percent down payment is due at the time of registration and the remaining payment is due June 1, regardless of camp start date.

TUITION PAYMENT, PAYMENT PLANS & AUTOMATED CHARGE

Tuition and fees are due on the first day of each month, whether or not a bill has been received. Payments may be made by cash, check, money order or credit card. Payments are first applied to any late charges, past due amounts, or fees, and then to current tuition due. A request to revise a payment plan must be approved by the respective Center administrator and the Enrollment and Customer Service office (ECS). There is an additional $10 charge for any adjustment to a payment plan.

Online registrations will be automatically charged to the credit card used in the registration unless ECS is notified in writing or email to discontinue the automated charge. To avoid late fees, Automated Charge request forms are available online for customers who wish to initiate Automated Charges from a paper registration. Forms must be requested for each registration as the information does not transfer to new registrations without a completed form.

The Music Settlement reserves the right to revoke payment plans or suspend accounts with previous collection activity, past due payments of more than 60 days, or returned checks.

FINANCIAL AID & OTHER FINANCIAL RESOURCES

The Music Settlement offers income-based financial aid to qualifying families and accepts third party payments from the County Boards of Developmental Disabilities and other agencies. Our Center for Early Childhood is a Universal Pre-Kindergarten provider for qualifying families in Cuyahoga County enrolled in Preschool or Day School. Please call for more information or download a financial aid application at www.TheMusicSettlement.org/resources.

Scholarships The Music Settlement offers yearly merit scholarship awards for Music Instruction students who meet the requirements. Auditions are held every year starting in February.

DISCOUNTS

(Some exclusions may apply.)

Priority Registration Discount The registration fee is waived for returning participants if enrolled prior to the published deadline for the fall semester. Not applicable to Preschool, Day School or Kindergarten.

Tuition Discount One tuition discount per family, per fiscal year (July 1st - June 30th).

Camp Early Registration Discount Register online before April 1st for Summer Camp and receive a 10% discount.

Senior Discount Registrants who are age 60 or older may receive a 10% discount in Music Instruction or Music Therapy. This discount may not be used in conjunction with any other discount, must be requested prior to registration, and is not applicable to workshops.

Multiple Registration Discount 10% off the less-expensive registration when two people in a family enroll, or one person enrolls in multiple offerings at The Music Settlement. Not applicable to Preschool, Day School, or Kindergarten.

Peer Model Discount Registrants participating as peer models in Center for Music Therapy programs receive up to a 100% discount for most program offerings. Exceptions may apply.

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WITHDRAWALS
In order to withdraw from any program at The Music Settlement, registrants must submit a written notice of discontinuation to their respective Center chair. Notice given to only the instructor or therapist is not considered proper notification.
Private, Individual Lessons/Sessions & Music Therapy Groups
If proper withdrawal notification is not received after the third lesson/session or prior to the fourth lesson/session, registrants are responsible for four additional weeks of tuition from the date of notification (excluding holidays), whether or not in attendance.
Other Classes / Groups If proper withdrawal notification is not received prior to the second meeting date for short term (9 weeks or less) activities or prior to the fourth meeting date for full year or full semester classes/groups, registrants are responsible for tuition through the last meeting date whether or not in attendance.
Summer Camps Students withdrawing from any camp program prior to June 1st are entitled to a refund of the amount paid, less a $50 administrative fee. After June 1st, no refunds will be given. Withdrawals from Camp Before Care and After Care are 100% refundable prior to camp start date.
Summer Private / Classes Students withdrawing from summer private or group instruction or therapy prior to the start of instruction are entitled to a 100% refund of paid tuition. Once summer session instruction begins, withdrawing registrants are responsible for two additional weeks of tuition from the date of notification (excluding holidays), regardless of attendance.

SUSPENSION / ADMINISTRATIVE WITHDRAWAL
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 registrant remains responsible for all tuition and fees due and is subject to administrative withdrawal. The Music Settlement reserves the right to withdraw any registrant who does not adhere to school policies. In such cases, the registrant is responsible for all tuition and fees due according to the above discontinuance policy.

REINSTATEMENT
A registrant who wishes to be reinstated after suspension or administrative withdrawal must pay their entire balance in full plus a $35 reinstatement fee prior to returning.

OTHER FEES / CHARGES
In addition to tuition and registration fees, the following fees may be charged:
Accompaniment Fee is $10.50 per 30 minutes as arranged by the instructor.
Late Fee A $10 fee is assessed on all past due accounts and/or for payments on accounts received after the 15th 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 to be made in verified funds.
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.

TICKET SALES
Tickets sold for BOP STOP and other events are non-refundable unless otherwise specified.

ABSENCES / CLOSINGS
Registrant Regular attendance is expected. The registrant must notify the instructor / therapist prior to any absence. No credit is given for registrant absence. Students or clients receiving aid must be enrolled and are expected to follow all TMS policies and procedures, including those related to attendance, and to show progress and interest. Three consecutive absences or three unexcused absences over a 2-month period will result in a registrant’s administrative withdrawal. Our Withdrawal Policies, as noted in this document, still apply to these circumstances. Anticipated prolonged absences must be reported immediately to the respective Center administrator. Partial tuition credits may be given at the discretion of The Music Settlement. For Preschool, Day School, and Kindergarten, please refer to the absence policy in the school handbook.
Instructor / Therapist Center for Music and Arts for the Young instructors are encouraged to reschedule any lessons or classes they miss. Therapists have one week per semester to make up sessions missed by absences due to their illness or pre-approved professional development opportunities. A registrant’s account will be credited for any instructor or therapist absence that cannot be made up.
Emergency School Closings In the event of any emergency school closing due to weather, prolonged power outage or other circumstance beyond the control of The Music Settlement, classes/sessions will not be rescheduled and tuition will not be credited. Please visit our website at www.TheMusicSettlement.org/resources for a copy of our school closings document.

UNATTENDED INDIVIDUALS
All children and other individuals requiring supervision must be accompanied by an adult before, after, and/or in between lessons, programs or other appointments. No individual requiring supervision should be dropped off unattended in any Music Settlement building or anywhere on campus. If an individual requiring supervision is found to be unaccompanied by an adult/guardian/caregiver, that adult/guardian/caregiver will be contacted to pick up the individual or remain on campus with him/her. Repeated problems with the same unattended individual are cause for dismissal.

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 PR activities. Photographs and video featuring current or previously registered students and participants at all TMS events are considered eligible for publication or public use unless the student (or parent/guardian) submits a Request for Non-Use, available through ECS or online in the Resources section at TheMusicSettlement.org. Call (216) 421-5806 ext. 100 for more information.
Occasionally, The Music Settlement will need to send an email to all families currently registered. We encourage all families to subscribe to our General Information and Closure Notices updates by entering their email address(es) in the “subscribe to our newsletter” box on any page of www.TheMusicSettlement.org and selecting those options on the sign-up page.

ALL STUDENTS WELCOME
The Music Settlement is committed to a policy of nondiscrimination and equal opportunity in programs, activities, and employment for students and employees regardless of race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, veteran status, or other factors prohibited by law.

DONATIONS
Donations to The Music Settlement are non-refundable. All donations are considered unrestricted unless otherwise specified.

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