



The Music Settlement

OHIO CITY · UNIVERSITY CIRCLE

2026–2027 POLICIES AND PROCEDURES

Effective July 1, 2026

TMS reserves the right to change any curricular offering, policy, procedure, or fee at any time without notice.

POLICIES APPLICABLE TO ALL CENTERS

Registration (General)

By registering online, by mail, over the phone, in person, or by submitting payment and a signed registration form, parents and registrants agree to abide by the policies and procedures of The Music Settlement (“TMS”).

Tuition Payment

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 applied first to late charges, past due balances, or fees, then to current tuition.

Accounts may be placed on autopay by contacting Enrollment & Customer Service; a valid credit card with an expiration date beyond the program end date is required.

A \$10 late fee is assessed monthly on past due balances. TMS reserves the right to revoke payment plans or suspend accounts with prior collection activity, balances more than 60 days past due, or returned checks.

Financial Aid and Other Financial Resources

TMS offers income-based financial aid and hardship assistance to qualifying families and accepts third-party payments from the County Board of Developmental Disabilities and other agencies. Please call for more information or download a financial aid or hardship assistance application at www.TheMusicSettlement.org.

Discounts

TMS offers a multiple registration discount of 10% off the less-expensive registration when two people in a family enroll, or when one person enrolls in multiple offerings. One tuition discount per family per fiscal year (July 1–June 30) is permitted. The discount may be applied across all Centers, but it may not be taken on Center for Early Childhood programs. Please see Center-specific policies below for additional discounts.

Withdrawals (General Requirements)

All withdrawals require written notice to the appropriate Center Registrar. Notice given only to an instructor or therapist is not considered proper notification.

Suspension and Administrative Withdrawal

A registrant may be suspended for non-payment. No credit is given for missed classes or sessions, and scheduled times may be forfeited. TMS reserves the right to withdraw any registrant not adhering to policies. In such cases, registrants are responsible for all tuition and fees.

Reinstatement

Reinstatement after suspension or administrative withdrawal requires full payment of the outstanding balance.

Fees and Charges (General)

In addition to tuition and registration fees, the following fees may be charged:

- Late Fee: \$10 on all past-due accounts or payments received after the 15th of the month.
- Returned Checks: \$30 per returned check; verified funds may be required after two returns.

Ticket Sales

Tickets sold for BOP STOP and other events are non-refundable. To purchase tickets, please visit www.TheMusicSettlement.org/events.

Emergency Closings

In the event of emergency closings due to weather, prolonged power outage, or other circumstances beyond the control of TMS, classes and sessions are not rescheduled and tuition is not credited.

Unattended Individuals

Children under the age of 12 and individuals requiring supervision must be accompanied by a responsible adult at all times. Individuals requiring supervision may not be left unattended in any TMS building or anywhere on campus. If an individual requiring supervision is found to be unaccompanied, the responsible adult, guardian, or caregiver will be contacted and required to immediately pick up the individual or remain on campus for the duration of the program. Repeated violations involving the same individual may result in dismissal.

Pets and Service Animals

Animals are not permitted inside any building on The Music Settlement's campuses except for service animals as defined by applicable law. Emotional support animals are not considered service animals and are therefore not permitted. Classroom pets in the Center for Early Childhood are exempt from this policy.

Photography and Publicity

TMS uses photography and video to document lessons, classes, and events. These images and recordings may be used online, in printed materials, advertising, and public relations activities. Photographs and video featuring current or formerly registered students and participants at TMS programs and events are eligible for publication or public use unless a Request for Non-Use is submitted by the student or parent/guardian. The Request for Non-Use is available through Enrollment & Customer Service or online at www.TheMusicSettlement.org. TMS may also send occasional emails to all currently registered families containing one-time operational updates.

All Students Welcome

TMS 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, gender, sexual orientation, national origin, citizenship, age, disability, veteran status, or other factors prohibited by law.

Donations

Donations are non-refundable and considered unrestricted unless otherwise specified. For instrument donations, please contact Enrollment & Customer Service.

CENTER-SPECIFIC POLICIES

CENTER FOR MUSIC



Registration and Enrollment

Private lesson registration is for a full instructional year (up to 36 weeks). Students may begin private instruction at any point during the year, pending availability. Registration for other programs, classes, and ensembles varies and may be offered for either the full year or by semester, as specified for each program. Center for Music summer programs require separate registration.

Registration and payment must be received a minimum of 24 hours prior to start date. In addition, 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. Registration fee does not apply to short-term programs of 10 meetings or less.

The Center for Music registration fee will be waived for families with a child currently enrolled in the Center for Early Childhood who have already paid the Center for Early Childhood registration fee for the current program year. To receive the waiver, registration must be completed in person or by phone.

Trial Lessons

Students may register for one trial lesson per instructor with no further obligation. If the student chooses to continue with an instructor after a trial lesson, they must enroll for the duration of the school year. Trial lessons are billed at the standard single-lesson rate for the chosen lesson length (30, 45, or 60 minutes), and payment is

due in full at the time of registration. Students cancelling or rescheduling less than 24 hours from the trial lesson, as well as no-showing, will not be provided a refund.

Down Payments

- **Private Lessons and Sessions:** A \$200 down payment is required at the time of registration, with remaining payments due monthly no later than May 1st, depending on the date of registration. After Jan. 15, a \$100 down payment is required at time of registration with remaining payments due monthly through May 1.
- **Group Classes, Sessions and Ensembles:** A \$100 down payment is required at the time of registration with remaining payments for Fall Semester classes due monthly through Jan. 1. For all Spring Semester classes, 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:** Payment is due in full at time of registration: no payment plan.
- **Summer Lessons:** A \$100 down payment is required at time of registration with remaining payments due July 1, regardless of lesson dates.
- **Summer Camps:** A 50% down payment is due at the time of registration, and the remaining payment is due June 1, regardless of camp start date.

Financial Aid and Other Financial Resources

- **Financial Aid and Hardship Assistance:** Please see information above in policies applicable to all Centers.
- **Merit Scholarships:** Merit scholarship awards are available for Center for Music students who meet the requirements. Auditions are held every year starting in mid-winter. Community merit scholarship auditions are held annually in the summer, pending availability of scholarship funds. It is possible for music students to receive a combination of merit scholarships, financial aid, and hardship assistance. Please visit <https://www.TheMusicSettlement.org/music-instruction/enrollment-aid> for more information.

Discounts

- **Priority Registration Discount:** The registration fee is waived for returning participants if enrolled prior to the published deadline for the fall semester.
- **Senior Discount:** Registrants who are age 55 or older receive 10% off programs. This discount may not be used in conjunction with any other discount, must be requested prior to registration, and is not applicable to workshops. The discount cannot be applied to the registration of someone under 55 by a payer who meets the 55 or older age requirement.
- **Multiple Registration Discount:** Please see information above in policies applicable to all Centers.

Withdrawals

- **Private Lessons:** Registrants are responsible for tuition for the next four lessons from the date of proper withdrawal notification (excluding holidays), whether or not in attendance. At the beginning of the registrant's enrollment, withdraw prior to the fourth lesson/session will not result in the charge of a four lesson/session penalty.
- **Changing Private Teachers:** Choosing to change private lesson teachers is tantamount to a withdrawal. Follow the withdrawal policy above for private lessons.
- **Music Classes and Ensembles:** If proper withdrawal notification is not received prior to the second meeting date, registrants are responsible for tuition through the last meeting date whether or not in attendance. Students withdrawing from any Center for Music classes and/or ensembles prior to the second session are entitled to a refund of the amount paid, less the cost of the first meeting date.
- **Summer Camps:** Students withdrawing from any camp program prior to May 1 are entitled to a full refund. Students withdrawing after May 1 and prior to June 1 are entitled to a full refund less a \$50 administrative fee. After June 1, no refunds will be given.
- **Summer Private Lessons and Classes:** Students withdrawing from summer private lessons or classes prior to the start of instruction are entitled to a full refund. 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.

Attendance and Absences

- **Registrant:** Regular attendance is expected. The registrant should notify the instructor prior to any absence. No credit is given for registrant absence. Students 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 unexcused absences (“no-call, no-show”) or three unexcused absences over a 2-month period will result in a registrant’s administrative withdrawal. Anticipated prolonged absences must be reported immediately to Enrollment & Customer Service. Partial tuition credits may be given at the discretion of TMS.
- **Tardiness:** Registrants are expected to be at their scheduled lessons, classes, or ensembles on time. Instructors will not delay or adjust their schedules to accommodate latecomers and have the right to cancel a session if the registrant is unreasonably late. No credit or refund will be given for tardiness.
- **Instructor Absences:** Instructors are encouraged to reschedule any lessons or classes they miss. Instructors have one week per semester to make up sessions missed by absences due to illness or other circumstances. A registrant’s account will be credited for any instructor absence that cannot be made up.

Accompaniment Fee

An accompaniment fee of \$15.00 per 30 minutes is charged, as arranged by the instructor and/or the Center for Music.

CENTER FOR EARLY CHILDHOOD



Down Payment & Registration Fees

- **Registration Fee:** A \$100 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 Full Day/Morning Preschool and Kindergarten programs.
- **Full Day Preschool and Kindergarten:** A non-refundable \$500 down payment is required at time of registration. Remaining payments due as stated in EC acceptance letter. Contact the Early Childhood Registrar with questions: 216-421-5806, ext 160.
- **Morning Preschool:** A non-refundable \$300 down payment is required at time of registration, with remaining payments due Sept, 1st through May 1st.

Financial Aid and Other Financial Resources

- **Financial Aid and Hardship Assistance:** TMS Financial Aid is available to eligible EC families for 2 Day Morning, Kindergarten, and/or EC summer camps. Please see information above in policies applicable to all Centers.
- **Universal Pre-Kindergarten Tuition Support:** TMS EC is a Universal Pre-Kindergarten provider for qualifying families in Cuyahoga County enrolled in Preschool programs (3/4/5 Day Morning or Full Day Preschool). A unique application for UPK funds is available from EC registrars.

Absences

Please refer to the absence policy in the parent handbook.

CENTER FOR MUSIC THERAPY



Registration and Enrollment

Registrants are enrolled for a full year of sessions (up to 46 weeks). Registrants may begin any time during the year, pending availability. No down payments are required.

Financial Aid and Other Financial Resources

Please see information above in policies applicable to all Centers.

Discounts

- **Senior Discount:** Registrants who are age 55 or older receive 10% off services and programs. This discount may not be used in conjunction with any other discount, must be requested prior to registration, and is not applicable to workshops. The discount cannot be applied to the registration of someone under 55 by a payer who meets the 55 or older age requirement.
- **Multiple Registration Discount:** Please see information above in policies applicable to all Centers.

Withdrawals

Registrants are responsible for tuition for the next four sessions from the date of proper withdrawal notification (excluding holidays), whether or not in attendance. At the beginning of the registrant's enrollment, withdraw prior to the fourth session will not result in the charge of a four-session penalty.

Attendance and Absences

- **Registrant:** Regular attendance is expected. The registrant should notify the therapist prior to any absence. For clients enrolled in full-year sessions, they can receive two credits during the year for absences. Those enrolled during the school year can receive one credit. 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 unexcused absences ("no-call, no-show") or three unexcused absences over a 2-month period will result in a probationary period. Anticipated prolonged absences must be reported immediately to the appropriate administrator. Partial tuition credits may be given at the discretion of TMS.
- **Tardiness:** Registrants are expected to be at their scheduled sessions on time. Therapists will not delay or adjust their schedules to accommodate latecomers and have the right to cancel a session if the registrant is unreasonably late. No credit or refund will be given for tardiness.
- **Therapist Absences:** Therapists are encouraged to reschedule any sessions they miss. Therapists have two scheduled makeup weeks per fiscal year which may be utilized to make up sessions missed by the Therapist due to illness or other circumstances. A registrant's account will be credited for any therapist absence that cannot be made up.