

## Class Policies 2019-2020

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### **Registration and Deposits**

25% of the class fee (deposit) is due at registration and is not refundable.

### **Payments**

Payments for lessons and classes may be made by cash, check, money order, Visa or MasterCard. We do not accept American Express or Discover. Class payments may be made either in full or on a quarterly basis. Due dates for payments are as follows:

- Payment 1: Due at registration
- Payment 2: November 15<sup>th</sup>
- Payment 3: January 15<sup>th</sup>
- Payment 4: March 15<sup>th</sup>

If paying quarterly, class payments must be completed by March 15<sup>th</sup> to participate in the final class concert or program. There is a \$30.00 fee for returned checks. Lessons are suspended upon bank notification and will resume after a cash payment is received.

### **Absence Policy**

Classes missed by individual students will not be made up. In the event of an absence, please notify the office as far in advance as possible. If the teacher is absent, the class will be made up at the end of the term. Students may be dropped from the class for lack of attendance.

### **Cancellations/Refunds**

Registration and class fees are not refundable. There are no refunds for missed class sessions. Students who decide to withdraw from a group lesson or class must notify the Branch Coordinator prior to the next payment due date, or they will be billed for the next payment.

Settlement reserves the right to cancel a student's assignment if the student fails to make progress, attend on a regular basis, or any other reason that the Branch Director believes presents a serious impediment. Settlement may reduce the class length or cancel classes based on enrollment.

### **Weather Closings**

To ensure continuity of instruction, Settlement will close only when there is a true emergency. We make our own decisions: Please do not assume we are closed if your child's academic school is closed. Listen for Snow Number 154 on the radio (KYW 1060 AM) or check the website [www.settlementmusic.org](http://www.settlementmusic.org).

**I have read and understand Settlement Music School's policies as stated above.**

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Student Name \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **BRANCHES**

Mary Louise Curtis | Germantown | Kardon-Northeast  
Willow Grove | Wynnefield | Camden

#### **MAILING ADDRESS**

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