

Lesson Policies 2020 – 2021

Registration and Credit Lessons

Last three lessons of the school year (credit lessons) due at the time of registration and are not refundable.

Payments

Payments for lessons and classes may be made by cash, check, money order, Visa, or MasterCard. The School does not accept American Express or Discover. 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

Payment is expected for ALL scheduled lessons, regardless of attendance. In the event of an absence, please notify the office as far in advance as possible. **Payment for missed lessons must be presented at the next lesson or no make-up lesson will be authorized.** Make-up lessons are authorized by the Branch Director in the following instances:

- Student Illness
- Required School Activity
- Death in the Family
- Religious Activity

Make-up lessons are limited to three per season and must be requested within 30 days of the absence. The teacher will offer two opportunities to re-schedule each missed lesson. If the student refuses both, the makeup is forfeited. **No** make-up lessons will be offered for the **last three pre-paid credit lessons**. Lessons are suspended after three consecutive weeks of non-payment, regardless of attendance; student may not be allowed to resume lessons until the account balance is brought below the sum total of three weeks. If the teacher is absent, you will not be charged. Such missed lessons will be rescheduled if possible and are paid for at the time of the rescheduled lesson. If you miss a rescheduled lesson, you will be required to pay for it. In the case of a faculty absence, Settlement may supply a qualified substitute teacher. Missed make-up lessons will not be eligible for an additional make up. Students are obligated to attend and pay for lessons with substitutes. Please keep in mind that faculty members at Settlement are highly trained, professional musicians. There may be occasions when a teacher will be absent for performances. Thank you for your patience and understanding.

In the event of students needing an extended absence (more than two weeks) due to illness or other reason acceptable to the School, students may request a temporary cancellation from the Branch Director and will not be charged for subsequent lessons. Students on temporary cancellation are not guaranteed their previously scheduled lesson time/day/teacher upon their return.

New policy: If you have a technological issue that prevents you from taking your lesson on a Settlement approved distance learning platform, and if you contact your teacher before the lesson or at the immediate start of the lesson, a make-up will be offered.

Cancellations/Refunds

In the event that you decide to discontinue lessons, eight days' notice in writing is required for the cancellation. All registration fees and credit lessons are not refundable. Pre-paid tuition may be transferred to another student, or a check request will be processed for a refund. 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.

Pandemic Closings/Altered Schedule

If Settlement Music School closes for in-person teaching or we alter building schedules due to recommendations made by the CDC, State of Pennsylvania and/or the City of Philadelphia, we will move all of our programs to our distance learning platforms. Settlement always provides the highest quality creative arts education for all, whether in person or through distance learning, and recognizes the importance of providing a consistent, sequential education for our students.

BRANCHES

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

MAILING ADDRESS

PO Box 63966
Philadelphia, PA 19147

Weather Closings

Depending on the timing of the closing due to weather, Settlement will in most cases move lessons to our distance learning platforms. We make our own decisions about weather closings. 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 our website settlementmusic.org.

I have read and understand the School's policies as stated above and in the Handbook online.

Student Name _____

Guardian/Name _____

Signature _____

Date _____

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