

## Lesson Policies 2023 – 2024

### Registration Fee and Last Three Weeks of the School Year

The tuition for the last three weeks of the school year are due at the time of registration and are non-refundable.

### Payments

Payments for lessons and classes may be made via cash, check, money order, Visa, or MasterCard. There is a \$30 fee for returned checks. Lessons are paused upon bank notification and will resume after 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 by the next lesson or no make-up lesson will be authorized.** Make-up lessons are authorized by the Branch Director or Coordinator in the following instances:

- Student Illness
- Required School Activity
- Death in the Family
- Religious Activity
- Technological Issue (Distance Learning only)

Make-up lessons are limited to two per school year and must be requested within 30 days of the absence. Only one make-up lesson will be offered for students who register after December 1. The teacher will offer one opportunity to re-schedule each missed lesson. If the student declines, the make-up is forfeited. Missed make-up lessons will not be eligible for an additional makeup. **No** make-up lessons will be offered for the **last three weeks of the school year.** Lessons are paused after three consecutive weeks of non-payment, regardless of attendance; students will 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 select a qualified substitute teacher. 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 a student needs an extended absence (more than two weeks) due to illness, injury, or other reason considered acceptable by the School, students may request a temporary suspension from the Branch Director, and upon approval, will not be charged for subsequent lessons. Students on temporary suspension are not guaranteed their previously scheduled lesson time/day/teacher upon their return.

### Cancellations/Refunds

In the event that you decide to discontinue lessons, eight days' notice in writing to branch staff is required for the cancellation. All registration fees and the last three weeks of the school year are non-refundable. Pre-paid tuition may be transferred to another student within the household, held on the account for future enrollment, or refunded via check. 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.

**Payment Schedule**

The default payment schedule is a per-meeting (weekly) basis. Your total tuition for the entire program has been calculated to be paid in per-meeting installments. The payment is expected no later than before each meeting, but we also offer convenient options to pay in advance (i.e., monthly, quarterly, etc.).

**Pandemic Closings/Altered Schedule**

If Settlement Music School closes for in-person teaching, alters building schedules due to recommendations made by the CDC, State of Pennsylvania and/or the City of Philadelphia, or a faculty member has moved their studio online temporarily, we will move all of our programs to our distance learning platforms. Teachers must be given 24 hours' notice for requests made by students to move a lesson online. 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.

**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 at [settlementmusic.org](http://settlementmusic.org).

**I have read and understand the School's policies as stated above and in the [Settlement Music School Handbook](#).**

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
(if student under 18)

Student or Parent/Guardian Signature \_\_\_\_\_  
(if student under 18)

Date \_\_\_\_\_