

Class Policies 2023 - 2024

Registration and Deposits

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

Payments

Payments for lessons and classes may be made via cash, check, money order, Visa, or MasterCard. 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
Payment 3:	January 15
Payment 4:	March 15

If paying quarterly, class payments must be completed by March 15 to participate in the final class concert or program. There is a \$30 fee for returned checks. Lessons are paused 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.

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.

Weather Closing

Depending on the timing of the closing due to weather, Settlement will in most cases move classes 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.

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 _____