

Program Policies 2024 – 2025 Season

Tuition & Fees

****These rates do not reflect financial aid awards**
Core Program (includes Summer 2024 Session)**

Individual Lessons – Number of Meetings

Monday 36	Tuesday 38	Wednesday 38	Thursday 37	Friday 37	Saturday 37
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Weekly Individual Lesson Fees:

½ Hour: \$44.00
¾ Hour: \$66.00
One Hour: \$88.00

Weekly Special Arrangement Faculty Lesson Fees:

½ Hour: \$49.00
¾ Hour: \$73.50
One Hour: \$98.00

Final Three Weeks of Tuition Due at Registration:

½ Hour: \$132.00
¾ Hour: \$198.00
One Hour: \$264.00

Final Three Weeks of Tuition Due at Registration for Special Arrangement Faculty:

½ Hour: \$147.00
¾ Hour: \$220.50
One Hour: \$294.00

Group Beginning Instruction (One hour, 32 weeks): \$1,225.00

Minimum, non-refundable deposit of 10% of tuition due at registration. Quarterly tuition payments are non-refundable.

Due at registration (10%): \$122.50
Payment 1 – due September 3: \$183.75
Payment 2 – due November 16: \$306.25
Payment 3 – due January 15: \$306.25
Payment 4 – due March 15: \$306.25

Ensembles & Classes (32 sessions):

Minimum, non-refundable deposit of 25% of tuition due at registration. Quarterly tuition payments are non-refundable.

Payment 1 – 25% due at the time of registration
Payment 2 – 25% due November 16
Payment 3 – 25% due January 15
Payment 4 – 25% due March 15

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Financial Aid is available to students through completion of high school (through age 23 for voice students) and Creative Arts Therapy clients of all ages. Please contact your branch staff for information on how to apply.

Older Adult Daytime Program

Individual instruction scheduled before 2 p.m. ET weekdays for students aged 60 and older.
Registration: \$45.00 per person.

Weekly Individual Lesson Fees:

½ Hour: \$39.50
¾ Hour: \$59.25
One Hour: \$79.00

Final Three Weeks of Tuition Due at Registration:

½ Hour: \$118.50
¾ Hour: \$177.75
One Hour: \$237.00

Financial Policies

Registration

The Registration Fee is \$65 per person and \$95 per family. The Registration Fee is due at registration, is non-refundable, and covers any number of subjects at all branches. The Registration Fee covers performance opportunities through Performance Hours and Recitals and accompanists for these events as determined by the Branch Director; and free Settlement concerts and masterclasses at all five branches.

These fees are payable via cash, check, money order, Visa, MasterCard, or Discover.

Tuition

Last Three Weeks

The last three weeks of tuition are due at registration and are non-refundable (cost of last three weeks of tuition follows financial aid award rate). These fees are payable via cash, check, money order, Visa, MasterCard, or Discover.

Lessons

Tuition for lessons can be paid weekly or in advance, with a discount of \$1 per hour for semi-annual and annual advanced payments. Lessons may be 30 minutes, 45 minutes or one hour in length, appropriate for age and length of study. Tuition fees are payable via cash, check, money order, Visa, MasterCard, Discover, or PayPal.

The default payment schedule for Lessons 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.).

Classes

25% of the class fee (deposit) is due at the time of registration and is non-refundable. This fee is payable via cash, check, money order, Visa, MasterCard, or Discover.

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The remaining class payments may be made via cash, check, money order, Visa, MasterCard, Discover, or PayPal.

Class payments may be made in full or quarterly. If paying quarterly, class payments must be completed by March 15 to participate in the final class concert or program.

Due dates for payments are as follows:

Payment 1: Due at registration

Payment 2: November 16

Payment 3: January 15

Payment 4: March 15

Cancellation/Refunds

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.

Lessons

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.

Classes

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.

*There is a \$30 fee for returned checks. Lessons are paused upon bank notification and will resume after payment is received.

Lesson and Class Policies

Absence Policy

Lessons

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 in the following instances:

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

One make-up lesson is allowed per school year and must be requested 48 hours in advance of the missed lesson. In the case of student illness, families/students must try to contact the branch prior to the missed lesson so as not to be considered a no show, and the request for a make-up must be

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made within one week of the missed lesson. The teacher will offer one opportunity to re-schedule the missed lesson. If the student declines, the make-up is forfeited. A missed make-up lesson will not be eligible for an additional makeup. No make-up lessons will be offered for the last three weeks of the school year. Thank you for understanding the importance of ensuring that our faculty is able to count on a regular income from teaching.

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.

Classes

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.

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.

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Media Release

*Updated for the 2024-2025 Season

I give permission for Settlement Music School to take photos, audio or video footage of classes, lessons, and concerts without advance notice. I understand that by signing this registration form, I am giving permission to Settlement Music School to publish such photos, audio, or video footage royalty-free in its print, audio, and electronic promotional efforts including its website. Photos, audio, and videos may also appear in materials shared by Settlement Music School funders. Names will not be used without additional permission. **To opt out, please send an email to info@settlementmusic.org.**

Parent & Student Handbook

The Settlement Music School Handbook can be found at <https://settlementmusic.org/students-parents/>.

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 _____

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