

INDIVIDUAL-LESSON TUITION PAYMENT & REFUND POLICIES

(Please keep for your records)

Individual-Lesson Registration Procedures:

1. All students are registered for the full academic year (two 16-week semesters), or if registration occurs later in the semester, on a prorated basis for the remaining lessons left in the semester.
2. There is a 6-week (maximum) Late Spring term beginning in early May through mid-June. This term will allow for any excused makeups or teacher rescheduled lessons owed to the student. There is a 6-week Summer term during July and August.
3. **For new students:**
 - Fill out a free application that tells us your lesson availability, instrument, experience, and other preferences.
 - The Music Prep registrar will review your application and assign a tentative instructor and schedule.
 - After consultation with the Registrar you will receive a link from the Music Prep office with instructions to finalize your registration and payment.
 - Once your payment is received, your instructor and schedule will be confirmed and you can start your lessons.

For returning students:

- Your instructor will contact you prior to the beginning of the semester to confirm the day, time, length and start date of your lesson.
- Once confirmed you will receive a link from the Music Prep office with instructions to finalize your registration and payment.

Individual-Lesson Payment Policies:

1. Payment is due before lessons begin. This is necessary to ensure your instructor can continue to teach without interruption or concern of lost wages.
2. If a two payment option is selected, the remaining amount for the semester will be due 30-days after the initial registration.
3. If registering for eight lessons or less, you will be required to pay the full amount for the semester.
4. Payment is due by the date designated on the invoice.
5. Tuition and fees may be paid as follows:
 - a. Online using MasterCard, Visa, Discover, or American Express credit cards.
 - b. Via check or money order made payable to Temple University.
 - i. A penalty fee of \$20.00 will be charged on all returned checks.
 - c. Cash payments cannot be accepted.
6. Lesson times of delinquent accounts will be made available to new students.
7. New students may register for individual lessons at any time during the year on a prorated basis for the remaining lessons left in the semester.

Individual-Lesson Refund Policies:

1. All withdrawals must be submitted in writing (e-mail sent to musicprep@temple.edu is acceptable).
2. Full lesson tuition will be refunded **only** if a student notifies Temple Music Prep in writing before the first lesson.
3. All withdrawals after the first lesson must be submitted with at least 2 weeks (2 lessons) notice in writing or you will be responsible for the remaining tuition.

Individual-Lesson Absence Policies:

1. Instructor absences occurring on scheduled lesson days will be rescheduled or credited to your account.
2. Students are permitted 1 excused absences per 16-lesson semester or a maximum of 3 per year if registered for the full academic year.
 - a. Notice of the absence must be given to the registrar and teacher at least 24 hours prior to the lesson to be considered excused.
 - i. Teachers cannot excuse lessons; absences will be considered unexcused if the registrar is not notified.
 - b. Make-ups will be rescheduled at the mutual convenience of the instructor and student.
 - ii. If the make-up lesson is canceled by the student, the lesson shall be forfeited.
 - iii. Additional weeks are available at the end of the year to accommodate lessons that cannot be rescheduled during the regular-lesson period.
 - iv. Any student-excused absence not made up will be forfeited.
 - c. Additional absences or those without proper notice will be considered unexcused and forfeited.

All unexcused absences are not subject to refunds.

Questions or concerns regarding these policies should be expressed to the registrar prior to the start of lessons at (215) 204-8326.