

**CENTER FOR GIFTED YOUNG MUSICIANS
TUITION PAYMENT & REFUND and PARTICIPATION POLICIES**

(Please keep for your records)

General Policies (applicable to classes, individual lessons and CGYM):

1. 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.

Payment/Refund Policies:

1. The tuition is listed under each course description in the course guide.
2. Tuition for CGYM is due in full at the time of registration.
 - a. Tuition is for a full academic year and cannot be pro-rated.
3. Full tuition payments will be refunded only if a student notifies Temple Music Prep in writing before the first session.
4. No tuition payments for a CGYM ensemble or class will be refunded after the first meeting.
5. Temple Music Prep reserves the right to cancel or adjust the length of a class based on class enrollment.
6. All programs are subject to change.

Participation Policies:

1. All CGYM participants are allowed two excused absences per year.
 - a. A completed pink absence form must be submitted **no less than one week** before the scheduled absence to be considered excused.
 - b. Sickness and last-minute emergency absences must be followed-up with proper documentation, e.g., a doctor's note, upon return to rehearsal.
2. Excessive unexcused absences and/or chronic tardiness will result in disciplinary action including loss of orchestral seating position.
3. All members of CGYM are required to participate in all performances.

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