INDIVIDUAL-LESSON TUITION PAYMENT & REFUND POLICIES

(Please keep for your records. Questions or concerns should be expressed to the Registrar prior to the start of lessons.)

Individual-Lesson Registration Procedures:
1. All students are registered for the full 36-lesson (40-week) academic year, or the remainder if registration occurs mid-year.
2. Security lessons: all individual-lesson students must pre-pay the final three lessons of the year.
   a. Payment is non-refundable and due at registration.
3. Tuition and fees may be paid as follows:
   a. Via check or money order made payable to Temple University.
      i. A penalty fee of $20.00 will be charged on all returned checks.
   b. Via MasterCard, Visa, Discover, or American Express credit cards.
   c. Cash payments cannot be accepted.

Individual-Lesson Payment Policies:
1. Tuition can be paid by one of the following methods.
   a. Payment in Full - Annual tuition is paid in one payment; students will receive a discounted rate.
      i. Discount does not apply to lessons with special arrangement teachers.
   b. 3 Installments - Annual tuition (minus Security Lessons) is paid in 12-week installments.
   c. 6 Installments - Annual tuition (minus Security Lessons) is paid in 6-week installments.
      i. A $5 installment fee is added to each installment.
2. The payment schedule is designed so payments become due before all previously paid lessons are received. This is intentional and ensures your instructor can continue to teach without interruption or concern of lost wages.
3. Payment is due by the date designated on the invoice. Delinquent accounts will be subject to a late penalty of the greater of $5 or 3% of the balance due.
   a. Lesson times of delinquent accounts will be made available to new students.
4. New students may register for individual lessons at any time during the year on a prorated basis.
   a. Security Lessons are due upon registration.
   b. First tuition payment for students starting mid-year is due three business days prior to the first lesson.

Individual-Lesson Refund Policies:
1. All withdrawals must be submitted in writing (e-mail is acceptable).
2. Security Lessons are non-refundable.
3. Full lesson tuition will be refunded only if a student notifies Temple Music Prep before the first lesson.
4. All withdrawals after the first lesson must be submitted with at least 8 days (2 lessons) notice.

Individual-Lesson Absence Policies:
1. Instructor absences occurring on paid lessons will be refunded and credit will be applied to a future, regularly-scheduled lesson unless a makeup is scheduled before the next tuition installment becomes due.
   a. Students who have paid for the full year in advance can schedule a makeup lesson at their convenience or request a refund.
   b. Instructor absences that will occur on future, unpaid lessons will be removed from the student assignment.
2. Students are allowed one excused absence per 12 lessons registered. (Maximum of 3 per year).
   a. Notice of the absence must be given to the registrar and teacher at least 24 hours prior to the lesson.
      i. Teachers cannot excuse lessons; absences will be considered unexcused if the registrar is not notified.
   b. Make-ups will be rescheduled at the convenience of the instructor.
      i. If the make-up lesson is canceled by the student, the lesson shall be considered made up.
      ii. Additional weeks are schedule at the end of the year to accommodate lessons that cannot be rescheduled during the 36-week regular-lesson period.
      iii. Any student-excused absence not made up will be forfeited.
   c. Additional absences or those without proper notice will be considered unexcused.
3. All unexcused absences will be forfeited.