



TURTLE BAY
MUSIC SCHOOL

TBMS POLICIES

ENROLLMENT:

- Registration is ongoing. For private lessons, tuition may be pro-rated according to your start date.
- Pro-rated and Half-year registrations are scheduled on a first come, first served basis.
- To enroll, all students must pay tuition charges including the non-refundable registration fee(s):
 - Full-year registrants pay a one-time registration fee of \$70
 - Half-year registrants pay a \$45 registration fee due at the beginning of each half.
 - Summer session students pay a \$25 registration fee.

TUITION:

- Full-year registrants:
 - Your tuition may be paid in full or in installment payments (maximum of 8). Payment plans are available with a service charge of \$10. To set up your payment plan, please contact our registrar, Laura Kay, at laura@tbms.org or (212) 753 8811 ext. 13.
- Half-year and Pro-rated registrants:
 - Your tuition may be paid in full or in installment payments (maximum of 4). Payment plans are available with a service charge of \$10. To set up your payment plan, please contact our registrar, Laura Kay, at laura@tbms.org or (212) 753 8811 ext. 13.
 - Installment payment plans are not available for the summer session, Flex Passes, or “Try” classes. All tuition charges and fees for these courses are due in full at registration.
- Payments can be made by cash, check, or MasterCard/Visa.
 - All MasterCard/Visa payments *must be made in person* at Turtle Bay Music School.
 - Incomplete tuition payments will be referred to collection.
 - The fee for a returned check is \$20.

WITHDRAWALS, REFUNDS, AND DISMISSALS:

- To withdraw from a lesson or class, a student must send written notification to the Registrar at least seven days prior to the final lesson date. Informing the teacher of withdrawal will not be considered a full notice of withdrawal.
- Refunds are granted at the school’s discretion. Refunds cannot be given for group classes.
- A student may be dismissed with no refund of tuition for the following reasons:
 - Five consecutive absences
 - Disciplinary problems
 - Failure to pay

MAKE-UP LESSONS:

- Registering for a lesson day and time contracts the assigned teacher for your specific day and time weekly. Teachers are restricted from teaching students outside of this time, unless it is necessary to do so to make up a teacher absence. Teachers are not obligated to make up lessons which have been cancelled by the student.
- If a teacher cancels a lesson or class, an alternative will be offered.