

# Harmony Music School - HMS

## Policies and Procedures

1. **SEMESTERS.** There are 3 semesters in HMS: Fall, Spring, and Summer. Fall and Spring semesters include 15 lessons each and Summer semester offers an option of 5 or 7 lessons. Most lessons are conducted once a week.

2. **TUITION AND PAYMENT.** Tuition and fees should be paid at least **48 hours** before the 1<sup>st</sup> class of each semester. Payment methods are: Zelle transfers, checks, money orders, or cash. There is a **\$25** fee for all returned checks. Checks should be payable to "Suhoj LLC". A late payment fee of **\$35** may be imposed if payment is received **5 days** after the scheduled due dates. Failure to comply may lead to withdrawal of student's enrollment.

3. **LESSON SCHEDULING.** Both in-person and online lessons are scheduled at the mutual convenience of the student and teacher, and stay permanent for each semester. Lesson schedule becomes valid after school receives completed and signed Registration Form with payment.

4. **ATTENDANCE.** Regular attendance is expected. Students are to be on time and prepared for all scheduled classes, exams, recitals, and have all necessary music books, instruments, and other materials.

5. **MAKE-UP CLASSES** are offered for private lessons only. In case of absence, it is student/parent responsibility to notify the teacher at least **24 hrs** in advance. In case of medical emergency, a proof of doctor's visit should be submitted to School Director. If teacher is not notified, the missed class will **not** be offered. During each Fall and Spring semesters up to 3 make-up classes can be arranged, and 2 make-up classes in Summer semester. All lessons missed by the teacher or due to school closing will be rescheduled.

6. **NEW STUDENTS** can begin sessions at any time and their tuition will be pro-rated.

7. **WITHDRAWALS AND REFUNDS.** All requests for withdrawals must be sent in writing by mail or email ([music@bmsmd.org](mailto:music@bmsmd.org)) to Alexandra Suhoj, School Director, and must be approved before any refund can be granted. The following refund plan applies to withdrawals (excludes Summer):

Before the 1<sup>st</sup> class – **100%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

Before the 2<sup>nd</sup> class – **75%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

Before the 3<sup>rd</sup> class – **50%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

After the 3<sup>rd</sup> class – Tuition will not be refunded.

The following refund plan applies to withdrawals for the Summer semester only:

Before the 1<sup>st</sup> class – **100%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

Before the 2<sup>nd</sup> class – **50%** refund of paid tuition (less \$25 processing fee and supply fee where applicable).

After the 2<sup>nd</sup> class – Tuition will not be refunded.

8. **CLASS CANCELLATION.** HMS reserves the right to cancel any course listed for insufficient enrollment. The students will be notified and tuition will be fully refunded for the cancelled class.

9. **DISMISSAL.** The school reserves the right to dismiss any student due to behavioral problems, delinquency in tuition payment, failure to obey the School policy, or situations other than those specified above.

10. **ADMISSION.** The school does not discriminate on the basis of race, color, nationality, sexual orientation, gender, ethnic origin, or religious belief in its admission, student aid, scholarship, or other educational policies.

11. **MEDIA.** HMS reserves the right to take photographs or video of faculty and students engaged in teaching, rehearsals, and performances for use in HMS publications such as catalogs, posters, fliers, online media advertising, as well as on HMS website. HMS has no control over the use of photographs or film taken during the recitals and other public events by news media or any parents and guests.

12. **RELEASE AND WAIVER OF LIABILITY.** All students and their parents release Harmony Music School and all of its officers, directors, and employees from all liability for personal injury, illness, or property damage occurring on or off HMS premises.