



MCW REGISTRATION POLICIES

2021-22 SCHOOL YEAR

TUITION PAYMENT

Tuition and fees are invoiced for the 32-week school year (September to June), payable by credit/debit cards or ACH electronic checks by logging into your online student account.

- Tuition Deposit is due at the time of registration during the months of May – July.
- Full balance is due by September 1st or at the time of registration.

Available Payment Plans:

- Fall/Spring Pay Plan: Fall payment due by September 1st, Spring payment due by January 10th.
- Installment Payment Plan - We offer Installment Payment Plan upon request. You must provide/maintain a valid credit/debit card in your online student account which will be charged automatically on the specified payment dates. The Installment Payment Plan Fee is \$12/installment which will be added to your tuition total.

Payment plan privileges may be withdrawn for failure to adhere to the terms of the Installment Payment Plan. Please email musicar@musiced.org or austin@musiced.org if you would like to request a payment Plan.

Students whose tuition is not paid in full or do not set up a payment plan by the due date, or whose payment plan is in arrears, will not be admitted to their first/next lesson or class, and lost lessons will be forfeited.

Service Fees

Installment Payment Plan Fee: \$12/installment

Declined Credit Cards: \$25/transaction

Returned Checks: \$50/check

SCHOLARSHIPS

The Conservatory's Scholarship Fund provides tuition assistance for students of all ages. For students 18 and younger, awards are based on household income, family size, and special financial considerations. Scholarships of up to 25% of tuition are available for qualifying adult students. Music Therapy Scholarships are available on a sliding scale for qualifying students of all ages with disabilities. Healing Our Heroes scholarships cover full tuition for qualifying military veterans for two years. For further details visit www.musicconservatory.org/registration/scholarship-program.

DISCOUNTS

Family Discount: \$50 for each additional family member taking at least 16 private lessons or 12 group classes.

Multi-Lesson Discount: \$50 for any student taking multiple sets of private lessons, minimum of 16 for each instrument/voice.

Senior Discount: Adults 65+ who take weekday lessons may receive a 10% discount on tuition. Restrictions apply.

Refer A Friend Discount: You and your friend (new students only) will each receive a one-time \$50 tuition credit for at least 16 private lessons, or a \$25 credit each if your friend registers for a group class. Other restrictions may apply.

Priority Registration Discount (Continuing Students Only): \$50 Waived Registration Fee if the student completes the priority registration for the next school year and submits the required tuition deposit by the deadline.

ALL DISCOUNTS SUBJECT TO ADDITIONAL TERMS AND MAY BE REMOVED IF THE STUDENT'S TUITION PAYMENT IS IN ARREARS OR THE STUDENT WITHDRAWS. DISCOUNTS MAY NOT BE COMBINED AND MAY NOT BE AVAILABLE TO STUDENTS WHO RECEIVE SCHOLARSHIP AWARDS.

WITHDRAWAL AND REFUNDS

Requests for withdrawal, tuition refunds or credit must be made in writing to the Associate Dean for Student Services: song@musiced.org. Please allow up to 3 weeks to process requests, during which the student is expected to attend lessons/classes and will not receive refund/credit for missed lessons/classes, unless the withdrawal is due to prolonged documented medical illness.

Private Lessons: The tuition deposit including the registration fee is non-refundable. Students who withdraw at least one week prior to the 1st scheduled lesson receive a refund for the balance of tuition above the deposit. Students who withdraw prior to the 6th scheduled lesson receive an 80% tuition refund of the unused lessons. Students who withdraw prior to the 12th scheduled lesson receive a 50% tuition refund of the unused lessons. After the 12th scheduled lesson, no refund is given unless there is a documented prolonged illness, in which case 50% of tuition is refunded for the unused lessons. In the event that the student is enrolled in a payment plan, the student family is responsible for all tuition due according to the above schedule. No refunds are given for trial lessons, nor may they be rescheduled.

Group Classes: The tuition deposit including the registration fee is non-refundable. Students withdrawing more than four weeks prior to the first class may receive full tuition credit to be applied towards another program or a refund of 75% of the tuition balance. No credit or refund is given for withdrawal less than four weeks prior to the first class. If the Conservatory cancels a group class due to insufficient enrollment, full payment is refunded with no penalty.

Weather closings will be reported on the Conservatory's website, blog and Facebook page, and on the school's phone message. Some local radio and TV stations will broadcast announcements of closings.

REGISTRATION IS OPEN ALL YEAR LONG FOR PRIVATE LESSONS. For more information, please visit our website www.musicconservatory.org.

LIABILITY RELEASE AND CONSENT

By registering for Conservatory lessons/classes that do not take place in/on the Conservatory building & property (216 Central Ave, White Plains, N.Y.), the student(s) and associated family assume all risks related to the use of sanctioned offsite locations, including the student's residence. The student/family agrees to release & hold harmless the Music Conservatory of Westchester Inc. (Conservatory) including its teachers, staff, and board of trustees from any cause of legal action, claims, or demands now and in the future. The student(s) /family will not hold the Conservatory liable for any personal injury or any personal property loss or damage, which may occur at approved off-property premises before, during or after scheduled lesson or class.

CANCELLATION AND MAKE-UP POLICY

Private lessons or group classes cancelled due to teacher absence or school closures will be rescheduled as online or in-person make-ups.

Private lessons cancelled due to student absence

- Students who register for 28-32 lessons per school year qualify for a total of 3 make-up lessons: one make-up must be utilized by Jan. 30th, and the other two must be utilized by Jun. 30th. Make-ups not used within the designated timeframes will be forfeited.
- Absences will only qualify for a make-up lesson if the Conservatory is notified at least 24 hours before the missed lesson, and if the reason for the absence falls within the guidelines below.
- Students who register for 16-27 lessons will qualify for a total of 2 make-up lessons; 9-15 lessons qualify for 1 make-up. There is no make-up for students who register for 8 lessons or less.

No make-up is offered for student absences from all group classes.

Student Absence Notification must be emailed to frontdesk@musiced.org or by calling 914-761-3900 x101. Failure to provide this notification at least 24 hours before the missed lessons will result in forfeiture of the lesson (no make-up lesson given).

Scheduling make-ups

- Make-ups for private lessons due to student/teacher absences and school closure may be given remotely using Facetime/Zoom/Skype/other online video conferencing platforms, or by having the student make a video of a practice session and receiving feedback from the teacher. If feasible, the teacher may offer to give the make-up at the Conservatory on “flex days” designated in the Conservatory calendar. The teacher will arrange the make-up directly with the student and will offer two reasonable options. If the student does not accept one of those options, or cancels a scheduled make-up lesson, the lesson is considered forfeited (no make-up lesson given). If the student is unable to attend the make-up lesson, the parent may choose to use the lesson time for conferencing with the teacher.
- Canceled group classes will be rescheduled at a date and time designated by the Conservatory.

Lessons WILL be eligible for a Make-Up under the following conditions:

- Illness of the student.
- Illness of the parent or other person transporting the student to the lesson when all other options for getting the student to the lesson have been exhausted.
- Death in the family or serious emergency.
- Family trip, when sufficient advance notice of at least one month or more has been given.
- Scheduled performance with school orchestra, chorus, band, or school musical.
- Mandatory school-related rehearsals, including All County/Area All State/All State.
- School sports meets (one per term allowed); sports practices do not qualify.
- Teacher absence.

Lessons will NOT be eligible for Make-Up (marked NMU) under the following conditions:

- The conditions above are not met.
- The student misses a lesson without advance notice.
- The student forgets to bring the instrument, music, or other needed component of a successful lesson.
- Non-emergency medical/dental appointments that could be scheduled at non-conflicting times.
- Studying for tests or doing homework.
- Other non-mandatory school events or projects.
- Absences for personal reasons such as attending birthday parties or other events.