

# Hoff-Barthelson Music School

25 School Lane | Scarsdale, NY 10583 | [914-723-1169](tel:914-723-1169) | [hb@hbms.org](mailto:hb@hbms.org)

## Registration and Conditions of Enrollment

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1. A non-refundable registration fee and an advance deposit are payable upon registration. Registrations will only be processed upon receipt of the registration fee and deposit. Deposits are applied to tuition.
  - Comprehensive Program (Core, Full, Extended, Suzuki, Off Peak): \$75 Registration Fee and \$350 Advanced Deposit (\$425 Total)
    - A \$120 annual Music and Materials Fee (pro-rated by semester) will be billed on your first tuition invoice.
  - A la carte classes, clubs, and ensembles: \$35 Registration Fee and \$120 Advanced Deposit (\$155 Total)
  - Early Childhood Classes: \$35 Registration Fee and \$120 Advanced Deposit (\$155 Total)
2. Invoices for the balance of tuition will be emailed; payment is due upon receipt. You may pay for the entire year, by semester, or via a [payment plan](#). Please note that no student will be enrolled or scheduled for lessons, classes or ensembles until outstanding balances from prior semesters are paid in full. Billing and account information is available [here](#) or at <https://hbms.org/register>.
3. Failure to meet financial obligations will result in suspension or termination, without removing financial liability for monies due.
4. Families may choose an installment payment plan by completing a [Payment Plan Consent Form](#) (also available from the Bursar). Payment, with interest, is due in four equal monthly installments each semester. A 1.5% interest fee applies to all payment plans. Further conditions are detailed on the Payment Plan Consent Form.
5. Payments that are 30 days overdue are considered delinquent; a \$25 late fee will be added for each month of additional billing. Individuals unable to meet their financial obligations must notify the Bursar immediately to determine whether they are eligible for financial aid.
6. There is a \$50 fee for returned checks.

## CANCELLATIONS/MISSED LESSONS

1. No individual lesson is made up except for:
  - Illness, if a message is left on the School's voice mail system by pressing "0" or by speaking with the Receptionist by 10:00 am the day of the lesson on weekdays. The School must be notified by 9:00 am for Saturday lessons scheduled at or after 10:00 am. For lessons scheduled before 10:00 am on Saturday, a message must be left on the School's voice mail system by 8:00 am.
  - Mandatory academic school events if a week's notice is given. Please note that extracurricular activities whether sponsored by the school or another organization are not considered an excused absence and are therefore not eligible for makeup.
  - Lessons cancelled by the teacher.
  - Lessons missed when School facilities are closed due to weather conditions or emergencies. By mutual consent, teachers and students may arrange online lessons instead of in-person lessons during such closures.
2. ONLY three absences per academic year will be made up. If makeup lessons are offered twice but refused, the lesson will be considered made up.
3. Scheduled makeup lessons cancelled by the student cannot be rescheduled.
4. No group or ensemble classes (except for Early Childhood classes and Adult Trimester classes) are made up except those cancelled by the teacher.
5. No other lessons, group classes, or ensembles missed by the student will be made up and no refunds will be issued.

## WITHDRAWALS AND REFUNDS

**Withdrawals and requests for tuition credits or refunds must be submitted in writing to [Registration](#).** For students enrolled in the School's comprehensive program (i.e., at the Core, Full, Extended, or Suzuki tiers), tuition paid is fully refunded if the School receives notification of student withdrawal 10 or more business days before the first lesson. If notice is received less than 10 business days before the first lesson, a \$150 withdrawal fee will apply. Notification after the first lesson, but before the second lesson will result in charges for the first lesson and a \$200 withdrawal fee. For withdrawal prior to the sixth lesson of the semester, the student receives a refund for the remaining weeks of the semester minus a two-week surcharge. There are no refunds for withdrawal after six lessons, and the student is responsible for the balance of the semester's tuition. In the case of moving or prolonged illness, refunds are pro-rated on an individual basis, minus the two-week surcharge. Students enrolled in the Comprehensive Program are not charged withdrawal fees for dropping classes, ensembles, or clubs; rather, the changes may result in a change of tier and an adjustment to their tuition, with a pro-rated credit or refund provided. Students who withdraw from classes, ensembles, or clubs in which they have enrolled a la carte in our ECM, K-12 and/or Adult divisions will receive credits or refunds pro-rated for the remaining weeks of the semester, minus a \$30 withdrawal fee.

## MEDIA RELEASE AND WAIVER

From time to time, Hoff-Barthelson Music School may use your or your child's name, photo, video, voice, work, statements, and other information supplied by you/them in a variety of school publications and media, including but not limited to: all forms of social media, newsletters, brochures, catalogs, promotional/advertising materials, news items appearing in local media, and websites including streaming video and audio recordings, without compensation to you or your child.

You have the right to withhold your permission for such use. To do so, please email [hb@hbms.org](mailto:hb@hbms.org) with your name and the name of the student.

Some ensembles, including the School's orchestras and choruses, are recorded as a matter of course. Students participating in these ensembles still may be recorded at rehearsals and performances but not identified. If the School plans to use content that solely or heavily features you or your child, the School will secure your permission prior to the release of any such materials.