

# Hoff-Barthelson Music School

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

## Conditions of Enrollment

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1. A non-refundable registration fee and advance deposit is payable upon registration. Registrations will only be processed upon receipt of the registration fee and deposit. Deposits are applied to tuition.
  - Private Lesson Package fees:
    - \$75 Non-refundable Registration Fee and \$425 Advance Deposit (\$500 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 Advance Deposit (\$155 Total).
  - Early Childhood Classes: \$35 Registration Fee and \$120 Advance 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 [hbms.asapconnected.com/Login](https://hbms.asapconnected.com/Login).
3. Failure to meet financial obligations will result in suspension or termination of participation in lessons, classes, ensembles, and clubs without removing financial liability for monies due.
4. Families may choose to pay in installments 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 AND CLASSES

1. No individual lesson is made up except for:
  - Illness under the following conditions:
    - 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 8:00 am for lessons scheduled before 10:00 am on Saturdays. Notification must be made by leaving a message on the School's voicemail system and by sending an email to [studentservices@hbms.org](mailto:studentservices@hbms.org).
    - The School must be notified by phone and email by 9:00 am for Saturday lessons scheduled at or after 10:00 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 will be made up except those cancelled by the teacher.
  - Exceptions: Early Childhood classes and Adult Trimester Classes.
    - i. Early Childhood classes will be made up when cancelled by the teacher. No more than one class will be made up due to weather cancellation.
    - ii. Adult Trimester Classes will be made up when cancelled due to weather or by teacher.
5. No other lessons missed by the student will be made up and no refunds will be issued.

## WITHDRAWALS AND REFUNDS

All withdrawals and requests for tuition credits or refunds must be submitted in writing to [Registration](#).

**Tuition refunds for students enrolled in private lesson packages** - Lesson Only, Lessons Plus 1 Class or Ensemble, Lessons Plus 2 Classes or Ensembles, Lesson Plus 3 or More Classes or Ensembles, and Suzuki Packages - please refer to the table below.

Notification of student withdrawal received by the School	Music & Materials Fee refund	Withdrawal fees	Amount of tuition refund
10 or more business days before the first lesson of the semester	100%	\$75 registration fee	100%
Fewer than 10 business days before the first lesson of the semester	100%	-\$150 withdrawal fee -\$75 registration fee	Balance of tuition after withdrawal fee.
After the 1 <sup>st</sup> lesson, but before the 2 <sup>nd</sup> lesson of the semester	50%	- Cost of 1 <sup>st</sup> lesson -\$200 withdrawal fee -\$75 registration fee	Balance of tuition after withdrawal fees.
After the 2 <sup>nd</sup> lesson, but before the 6 <sup>th</sup> lesson of the semester	50%	-Surcharge equal to 2 lessons -\$75 registration fee	Balance of tuition after withdrawal fees.
After the 6 <sup>th</sup> lesson of the semester	-Fall semester: 50%  -Spring semester: no refund	- \$75 registration fee	- No refund. -Student will be responsible for the balance of the semester's tuition.

**Withdrawal from a la carte enrollments.** Students who withdraw from classes, ensembles, or clubs in which they have enrolled a la carte (thus, not part of a lesson package) 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 and the \$35 non-refundable registration fee.

**Withdrawal from classes that are part of a private lesson package.** Students enrolled in private lesson packages are not charged withdrawal fees for dropping classes, ensembles, or clubs. Rather, the changes may result in a change of package and an adjustment to their tuition, with a pro-rated credit or refund provided.

## 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.

The School's ensembles are recorded as a matter of course. Students participating in ensembles still may be recorded at rehearsals and performances but not identified.