

Hoff-Barthelson Music School

Developing potential, enriching lives and creating community since 1944

25 School Lane | Scarsdale, New York 10583 | 914-723-1169 | hb@hbms.org

REGISTRATION AND CONDITIONS OF ENROLLMENT

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) \$70 Registration Fee and \$300 Advanced Deposit (\$370 Total)
 - A la carte Classes, Clubs and Ensembles \$30 Registration Fee and \$100 Advanced Deposit (\$130 Total)
 - Early Childhood Classes \$30 Registration Fee and \$100 Advanced Deposit (\$130 Total)
2. Invoices for the balance of tuition will be e-mailed; 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 3% 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 \$49 Music and Materials Fee per semester.
7. 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 that are NOT extracurricular if a week's notice is given.
 - For lessons cancelled by the teacher.
 - For 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 (with the exception of Early Childhood classes and Scarsdale Adult School classes) are made up except those cancelled by the teacher.
5. No other lessons missed by the student will be made up and no refunds will be issued.

The following amendment to the School's make-up policy is in effect until further notice:

During the COVID-19 Pandemic, the School may offer private lessons in-person or online. If a student is not able to attend a private lesson in person due to COVID-19 related concerns (e.g., the student is in a home under quarantine) the faculty member may deliver private lesson instruction online. If a faculty member is not able to conduct private lesson instruction in person due to COVID-19 related concerns (e.g., the teacher is in a high-risk group or has been exposed to COVID-19 and is under quarantine) the faculty member may deliver private lesson instruction online.

Lessons offered online but rejected by the student will not be made-up. The School will, however, consider exceptions in cases of significant hardship on the part of the student (e.g., s/he does not have access to the necessary technology, has learning disabilities that interfere with online learning, etc.). Requests for exceptions must be submitted by the family/student via email to [Student and Faculty Services](#).

WITHDRAWAL 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 (at the Core, Full or Extended tiers), tuition paid is fully refunded if the School receives notification of student withdrawal 10 or more business days before their first lesson. If notice is received less than 10 business days before their 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 will receive credits or refunds pro-rated for the remaining weeks of the semester, minus a \$30 withdrawal fee.