

Registration

- Please complete a registration form and return in person at 396 Concord Ave., Belmont or by mail: P. O. Box 398, Belmont, MA 02478. Registration is also available online for select programs through our ASAP registration system.
- Registration is considered final with receipt of the annual \$40 registration fee per student, full tuition payment, and any applicable materials fees, unless a payment plan or two-semester installment plan has been arranged (see below).
- Private lesson times arranged at registration are considered permanent for the academic year.
- Returning students receive priority registration until June 30, 2017.

Payment Instructions

- A \$40 per student non-refundable annual registration fee, any applicable materials fees, and full tuition are due at the time of registration, unless a payment plan or two-semester installment plan has been arranged (see below).
- All credit cards (Visa, Mastercard, Discover, AMEX) are accepted.
- Students who register after the start of a semester will be charged on a pro-rated basis for the duration of the academic year.
- Spring 2017 semester tuition is due by **November 1, 2017**.

Payment Plans and Two-Semester Installment Plans:

- **Two-Semester Installment Plan:** Students in full-year programs (lessons, Suzuki, orchestra, ensembles, or theory) have the option to pay tuition in two installments - 50% due at the time of registration and the remaining 50% due on or before November 1, 2017. There is no fee for the installment plan.
- **Payment Plan:** Families who would like to enroll in a monthly payment plan should submit a \$35 payment plan fee (per family, per year) and \$40 registration fee (per student) at the time of registration each academic year, and Powers staff will contact you about your first payment, remaining balance, and payment due dates.
- A credit card number must be kept on file for all payment plans.
- Monthly payment plan payments that are not paid by the due date may be subject to having the Payment Plan revoked, whereby the full account balance will be due.

Discounts

- One discount will apply per program per student.
- A 10% senior discount for those age 65 and older is available upon request.
- Additional siblings in Music Pups® classes under 9 months old – free tuition, materials fee waived.
- Additional siblings in Music Pups® classes over 9 months old - \$80 tuition, materials fee waived.
- A 10% discount on electives (orchestra, ensemble, and theory) is available for private lesson students. (This discount will be forfeited if the student withdraws from spring semester lessons.)

Withdrawal and Tuition Refund Policy

- There are no refunds for group classes once the student is officially registered.
- Orchestras and ensembles are full-year programs – there are no refunds or withdrawal once student is officially registered.
- Partial refunds may be considered for extenuating circumstances such as prolonged illness or injury. In the case of minor injury or illness, Powers encourages students to continue attending lessons, if able, to work on other areas of musicianship.
- Withdrawal notification must be submitted to the office in writing. Failure to attend classes/lessons does not qualify as notification. Failure to notify the office does not release a student from his/her financial obligation.
- Powers reserves the right to cancel a class due to insufficient enrollment. If a class is cancelled, full tuition and any applicable registration fees will be refunded to the student.

Private Lesson students and Suzuki students continuing from the 2016-2017 year:

- Fall Withdrawal: In writing prior to August 1, 2017 - full refund for Fall 2017 semester. On or after August 1, 2017 - no refund for Fall 2017 semester.
- Spring Withdrawal: In writing prior to January 9, 2018 - full refund for Spring 2018 semester. On or after January 9, 2018 - no refund for Spring 2018 semester.

New Private Lesson students:

- Private lesson students joining Powers for the first time register for the full academic year. If a student chooses to withdraw prior to the 4th lesson taught, a full refund will be given minus the cost of 4 lessons. If a student withdraws on or after the 4th lesson taught, there will be no refund given.

Financial Aid Scholarships

- Financial aid is available for students who can document financial need. Financial aid scholarships will be awarded until all available aid is exhausted. Incomplete applications will not be considered. Applications for new and returning students can be downloaded from the Powers website at www.powersmusic.org/financial_aid.
- The deadline for Financial Aid Applications for students returning from the 2016-2017 year is June 16, 2017.
- There is a rolling deadline for all new 2017-2018 students and 2018 summer day program students to submit a Financial Aid Application. We suggest 2018 summer day program students submit their Financial Aid Application by March 30, 2018, as aid for summer day programs will be awarded according to available funds.

Conservatory Student & Merit Scholarships

- Ellen Huff Powers merit scholarships are available for ensemble, orchestra, and theory classes for students who are accepted to the Powers Conservatory Program. Please refer to the 2017-2018 Tuition Schedule, Conservatory Program webpage, or Tuition webpage for accurate Conservatory Program scholarship rates.
- Merit scholarships may also be available for First Chair positions in the MYSP Chamber Orchestra. Please inquire at the time of your MYSP audition if you are interested in chair positions.
- There is no withdrawal from lessons, theory, orchestra, or ensembles for Conservatory students, except under extenuating circumstances. Please check our refund policy.

Delinquent Accounts

Powers Music School reserves the right to stop a student's instructional activities if there is an unpaid account balance.

Returned Check Policy

Any returned checks will incur a fee that will be added to your account.

Tardiness and Make-Up Lessons

- Powers Music School's policies have been developed to encourage and promote the joyful study of music in our students. Therefore, regular attendance by students is expected. Students who arrive late *cannot* be guaranteed a full class/lesson.
- **Weather Cancellations:** Limited to one make-up per day of the week per school year.
- **Group Classes:** No make-ups for student absences.
- **Summer Lessons:** No make-ups for student absences.
- **Fall and Spring Private Lessons:** One make-up lesson per semester for student absence. Any lessons missed due to student absence beyond the first one will be forfeited. As a courtesy to our faculty, please give as much advanced notice as you can for any student absences by alerting the Powers office and/or your teacher. Make-up lessons are given during the designated make-up weeks during the academic year unless a mutually agreeable time is arranged between the teacher and student.
- **Teacher Absence:** We highly encourage our faculty to offer make-ups for *all* missed private lessons and group classes due to teacher absence. Make-up lessons are given during the designated make-up weeks during the academic year unless a mutually agreeable time is arranged between the teacher and student.
- If the faculty member or a substitute teacher is unable to provide a make up lesson/class before the end of the academic year for any lessons/classes owed during that year, a refund or credit will be issued to the family.
- Make-up lessons missed by a student for any reason will not be rescheduled or refunded.
- Students who withdraw forfeit any make-up lessons they are owed.

School Cancellation

Powers Music School does not follow the cancellation or vacation dates of any one school. Please consult the Powers' academic calendar online for holidays and vacation weeks during the year at www.powersmusic.org/calendar/month. Weather cancellations will be posted on the websites of local TV channels 5 and 7, communicated by email, and listed on the Powers' website homepage at www.powersmusic.org.

Permission for Use of Photographs and Video

Photographs, audio, and video taken of students at Powers Music School during any program or at sponsored events may be used for publication and marketing purposes, unless a written request is submitted at the time of registration.

Nondiscrimination Policy

Powers Music School does not discriminate on the basis of age, race, color, nationality, ethnic origin, religious belief, gender, or sexual orientation in its employment practices or in the administration of its educational policies.