



## **Duffie A. Adelson Financial Aid Fund**

Financial aid is awarded based on household income eligibility. Please submit the first page of your 2016 income tax return along with application and \$30.00 registration fee at the time of enrollment. Attendance, effort and previous account history are all taken into consideration when issuing financial aid awards. Truancy, account arrears and/or lack of effort may result in the forfeiture of financial aid. **Financial aid is extremely limited and offered on a first-come, first-served basis.**

Would you like to be considered for financial aid?  Yes  No

**Please attach your 2016 federal 1040 tax form, proof of unemployment, check stubs or public assistance letter if you wish to be considered for financial aid. You may NOT receive financial aid until you have submitted the appropriate financial aid documents and provided the registration fee for semester. We may ask you for additional documentation.**

## **Merit School of Music Enrollment Policies**

### **Registration Fee / Tuition Payments**

**Q: Is there a registration fee?**

**A:** Yes, a registration fee of \$30 per child applies during Academic Year registration. Registration fees are non-refundable. If Merit cancels a program/class the registration fee will be refunded in full.

**Q: How do I pay?**

**A:** Payments are accepted by check, money order, credit card (MasterCard, Visa, Discover or American Express) or cash (exact change only please). Payments can be made by mail or in person at the front desk and in the Student Services offices. Credit card payments may also be made by telephone or online. If you have a credit card saved to your account, you may also email [studentservices@meritmusic.org](mailto:studentservices@meritmusic.org) with the last four digits of your card number to authorize a payment.

**Q: When are payments due?**

**A:** Registration fees are due in full at the time of registration. Tuition is due prior to program start. Payment plans are available and must be set up at the time of registration.

Private lesson registration fee plus a deposit of the first four lessons are due at registration, prior to start of lessons each semester (academic and summer). Private lesson billing is done monthly. Failure to pay within the billing schedule may result in program interruption.

**Q: What happens if I fail to pay?**

**A:** Applications with unpaid registration or private lesson deposits will not be processed. Accounts that fall into arrears without installment arrangements may be sent to collections. Students' participation in programming will be interrupted if accounts fall behind in payment.

### **Withdrawals / Refunds**

**Q: What is the withdrawal procedure?**

**A:** All requests for withdrawal must be received, in writing, by Merit School of Music Student Services office before considered withdrawn. Written request, either by letter or e-mail, should be directed to Student Services. Verbal requests or notification of intention to withdraw do not fulfill this requirement. Notifying the teacher does not constitute notice of withdrawal. The effective date of withdrawal is the date that the written notice is received, not the last date of class or private lesson attended. Students receiving financial aid or scholarship forfeit their award upon withdrawal.

**Q: What is the refund policy?**

**A:** The refund policy is as follows:

- Students withdrawing more than two days before the first class / lesson will receive a full tuition refund minus the registration fee.
- Students registering for classes that are six weeks or fewer in program duration are not eligible for a refund after start date.
- A pro-rated tuition refund will be given for students withdrawing from classes during the first three weeks of the class.
- If the student is withdrawing in the fourth (4th) class, a tuition refund of 50% will be given.
- There will be no refunds after the fifth (5th) class session.
- Students withdrawing on payment plans are subject to the above refund policies.
- Registration fees are not refundable.
- Please allow three to four weeks for processing of refunds.

Disclaimer: If your tuition has been refunded, the amount will be posted as a credit on your account. This credit can be refunded back to you via check or credit card or used for any future enrollments. If your credit is not used within 2 years of your refund date, your credit will be processed as a donation to Merit School of Music.

### **Cancellations**

Classes at Merit School of Music may be cancelled due to insufficient enrollment. If this occurs, the school will make every effort to reschedule the student for another class at a convenient time. If this is not possible, you will receive a full refund including both tuition and registration fees.