

UNIVERSITY SETTLEMENT: MUSIC & ARTS SCHOOL

23 Grange Road, Toronto M5T 1C3 Tel: (416) 598-3444 #243/4 Fax: 416-598-4401

www.universitysettlement.ca

Information for Students

Fees for Private Lessons

Length of Lesson	Fees per lesson
30 minutes	\$20.00
45 minutes	\$30.00
1 hour	\$40.00

Registration: Contact the School or the website to find out specific registration dates for each term.

FALL TERM

- Priority registration - the first day of registration is set aside for returning students who wish to stay with the same teacher. In person only: first come, first served.
- Beginning on the second day, anyone may register. Agency members may register over the phone with Visa or Mastercard, however all subsidy applicants must register in person.

WINTER AND SPRING TERMS

- Priority registration - returning students may keep their same lesson time by re-registering during the advanced registration period. New students may register after this period. All subsidy applicants must register in person.

SUMMER TERM

- No priority registration: registration is on a first come, first served basis. All subsidy applicants must register in person.

Payment of Fees:

- in advance of lessons, at the time of registration.
- in person by cash, Visa, Master Card, debit or cheque.
- over the phone with Visa and Master Card (Agency Members only).
- by cheque in 2 installments- a deposit of half the fees and one post-dated cheque, dated half-way through the term will be accepted.
- A charge of \$30 will be made for Not Sufficient Funds (NSF) cheques.
- A **\$20 Registration Fee** is paid by each student once a year in September, or at the time of initial registration.
- **The payment of the Agency Membership Fee for service is required before registering for programs at University Settlement (\$10 for adult membership, \$5 for senior or youth).** The membership ensures that members receive information about upcoming events and meetings and gives members free access to certain recreation programs. Members also have the right to vote at the Annual General Meeting and run for positions on the Board of Directors. For further information about the Agency Membership, please check with the front desk.

Individual Lesson Information

Lesson Cancellations:

- with 24 hours notice, a make-up will be arranged, maximum of 1 per term.
- with *less* than 24 hours notice the lesson is forfeited and not eligible for a make-up lesson.
- the School cannot accept liability for unforeseen circumstances (weather, transit strike, child joins another activity at their school etc.). This policy also includes students who arrive ill for a lesson, and the student's illness is jeopardizing the health of both the teacher and other clients. At the teacher's discretion, the student may be sent home and asked to refrain from using our facilities until such time as they are well. In this case, it will be treated as a late cancellation and no make-up lesson will be provided.
- should your teacher cancel a lesson, you will be given a make-up.
- all make-up lessons must be completed during the term to which they apply, and cannot be carried forward, unless **mutually** agreed upon by both teacher and student.
- make-up lessons which are cancelled by the student will not be made up.
- late arrival at a lesson by 10 minutes or more will mean a forfeit of the lesson.

Observation or trial lessons: *we are unable to offer* observation of individual lessons prior to registration, or trial lessons. However, if you have specific questions, you may ask to speak directly with the teacher BEFORE you register.

Subsidies:

- may be available to Individual Lesson students, age 18 and under, who demonstrate financial need, and who meet the criteria as outlined on the Subsidy Application form. Any reduction in lesson fees would be based on the following:

Household Size	Maximum Household Income	Maximum Household Income	Maximum Household Income	Maximum Household Income	Maximum Household Income
2 persons	\$5,632	\$11,265	\$16,897	\$22,530	\$ 28,162
3 persons	\$6,929	\$13,858	\$20,788	\$27,717	\$ 34,646
4 persons	\$8,413	\$16,826	\$25,239	\$33,652	\$ 42,065
5 persons	\$9,542	\$19,084	\$28,626	\$38,168	\$ 47,710
6 persons	\$10,762	\$21,523	\$32,285	\$43,046	\$ 53,808
7 persons	\$11,981	\$23,963	\$35,944	\$47,926	\$ 59,907
Eligibility	70% Subsidy	60%Subsidy	50% Subsidy	40% Subsidy	30%Subsidy

Group Class Information

Fees for Group Classes:

- are calculated by the term and vary depending on the length of classes, the number of weeks and in some cases, the cost of materials.
- Group classes depend upon a minimum enrolment in order to run and are not pro-rated. If you begin the program after it starts, the full fee will apply.
- We reserve the right to cancel classes due to low enrolment. In the event of class cancellation, a refund or credit into another program will be given. We will do our best to let you know as far as possible in advance. **Please see separate flyers for further details and deadlines.**

Group Class Observation: You may attend one group class at no charge before you register. If you decide to join, the regular, full fee applies. Group class fees are not pro-rated.

Policies regarding children's Group Classes with waiting lists:

- If a program becomes full, a waiting list will be started. Once a spot becomes available, the student or the student's parent will be contacted, and the student will be invited to join the class.
- If a student is frequently absent, he/she will be asked to leave the class to make room for someone on the waiting list.
- Students are expected to do any homework that is assigned - in particular, we encourage parents to ensure that their children are keeping up with their work.

EARLY WITHDRAWAL REFUND/CREDIT POLICY

Individual Lessons:

Refunds: Requests may be made within the first two weeks of each term or the first two lessons, whichever is applicable. In this case, a refund will be provided, minus the cost of any lessons already received, and a cancellation fee of 25% of the total cost of all classes registered for. Please note: the Music School Registration Fee and Agency Membership Fee are non-refundable.

Beyond the second week or lesson, refunds may be issued at the discretion of the Program Director, and only under exceptional circumstances. In this case, the refund will be provided minus the cost of lessons taken to that point and a \$25 administration fee. A doctor's note must accompany the refund request due to illness or injury.

Credit notes: Credit notes will only be issued in exceptional circumstances and will be provided minus the cost of classes taken to that point and a \$25 administration fee. Credit notes expire after one year.

Group Classes:

Refunds may be issued at the discretion of the Program Director, only under exceptional circumstances. In this case, the refund will be provided minus the cost of lessons taken to that point and a \$25 administration fee. A doctor's note must accompany the refund request due to illness or injury. Please note: if a client does not attend a scheduled group class, no make-up or refund is issued.

Refunds are made by cheque and may take up to four weeks to process.

For further information contact the Music & Arts School at: 416-598-3444 x 243 or 244

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