

**4-Week Trial Program:** Prospective student may enroll in 4-Week Trial Program. Only one trial program is allowed for each student and the four trial lessons may be arranged for up to two different instruments (4 lessons total). If the student chooses to enroll in one of the full academic year programs, the 4-Week Trial Program fee will be credited to the tuition cost of the program elected, and the tuition for remaining weeks will be prorated.

**Enrollment Contract:** A signed enrollment contract must be received for each student before the starting date of the classes. The school reserves the right to cancel any class scheduled indefinitely until the signed contract is received.

**Registration Fee:** There is a non-refundable \$55 yearly registration fee for both new and returning students.

**Performance Class & Recital Administrative Fee:** There is a non-refundable fee of \$110 for each student enrolled in Performance and Artist Programs.

**Recital Participation Fee:** Recital fees are not included in the tuition for Musicianship Program, Mom & I Program (Early Childhood), and Adult Programs. Recital participation is optional for these programs and additional Recital Participation Fee will be due prior to the recital date.

**Tuition:** Metropolitan Music Academy programs are based on 32-week academic year. Payments are due in full by September 1st each year. For students registered after Sept. 1: the tuition may be made in full OR 50% of tuition is due prior to the student's first lesson/class according to Installment Payment Plan. The tuition is due in full for each student registered after Dec. 1, unless otherwise stated in the contract.

**Early Registration Discount:**

Continuing students may submit early registration form and payment in full for the entire year by the Early Registration due date. Registration fee will be waived for the early registration, and available tuition discount will be applied to all students/programs\*. (\*Exceptions: Early Registration Discount cannot be applied towards 4-Week Trial Program/Trial Lessons)

**Installment Payment Plan:** Registered students may choose to enroll in installment payment plan. (PLAN A: 50% of tuition due by Sept. 1 or the date stated on the contract, and remaining 50% balance payable by Dec. 1) (PLAN B: 50% of tuition due by Sept. 1 or the date stated on the contract, and 25% of tuition payable by Dec. 1, and the final 25% of tuition payable by Feb. 1) There will be an installment payment fee of \$25 for each payment period.

**Late registration:** The school allows year round registration. Tuition will be prorated for mid-semester registrations. The student may choose to pay the tuition in full prior to the first lesson/class date, or make installment payments. The tuition is due in full for each student registered after Dec. 1, 2018, unless otherwise stated in the contract.

**Late Registration Installment Plan:** For students registered after Sept. 1, 2018 : 50% of tuition is due prior to the student's first lesson/class. (Installment PLAN A): 50% remaining balance payable by Dec. 1 OR (Installment PLAN B): 25% of tuition payable by Dec. 1, and the final 25% of tuition payable by Feb. 1.

**Scholarships & Financial Assistance:** Scholarships are offered periodically to qualifying students. Each student may apply for scholarship by submitting relevant video recording materials online. An interview or live audition may be required.

**Tuition Discounts:** 1) Senior discount: 17% tuition discount is offered for each adult (age 60 and over) student. 2) Sibling discount: there is a 10% tuition discount on each added sibling student.

**Payments:** Payments for tuition can be made by check, money order, or credit card.

**Returned checks:** There is a \$30 fee for each returned checks.

**Late payment:** A late payment fee of \$50 will be assessed to any overdue balance. Metropolitan Music Academy may advise the student/parent the lessons/classes schedule will be cancelled until account is in good standing. Metropolitan Music Academy reserves the right to collect the late fee and full remaining tuition balance if student withdraws without notice (a written withdrawal statement is required).

**Withdrawals & Refunds:** Withdrawal from the enrolled program can only be done by contacting the school administrative office, and a written notification is required. A verbal notification is not acceptable form of notification for intent to withdraw. The instrumental instructors at Metropolitan Music Academy do not represent the administrative office, and withdrawal notification must be made by contacting directly to the school.

1) Withdrawal notices received 7 days or more prior to the first lesson/class date: refund of tuition amount paid minus \$150 withdrawal fee. 2) Withdrawal notices received less than 7 days prior to the first lesson/class date: refund of tuition amount paid minus \$250 withdrawal fee. 3) Withdrawal notices received on the day or after the first lesson/class: prorated refund of the tuition for the unattended lesson/class schedule minus \$350 withdrawal fee. 4) No refunds on withdrawals submitted after 8 weeks from the first date of lesson/class.

