



# FOUNDATION MUSIC SCHOOL

## Cancellation Policy

*FMS classes are 8-week, 12-week, or 16-week commitments during the fall and spring sessions. Full or partial tuition payments are due at registration.*

*When you register for a session, your child's success - and the success of our classes - depend on your commitment to attend. Please plan carefully to avoid canceling your registration. If you must cancel your registration, please refer to the following guidelines:*

### **Family Music**

For Family Music classes (8-week OR 16-week session) we are happy to give a full refund if written notification is given at least 1 week prior to the start of the class. If cancellation occurs less than one week prior to the start of the class, a cancellation fee of \$25 will be charged and a prorated account credit will be given. Once classes begin, payment is due for any classes which have occurred, a \$25 cancellation fee will be charged, and a prorated account credit will be given. After the third class of the session, refunds and account credits are not possible.

### **Music Makers Pre-Instrument Classes** (8-week session OR 16-week session)

We are happy to give a full refund if written notification is given at least 1 week prior to the start of the class. We strongly encourage students to commit to classes for the duration of the session. If registration cancellation occurs less than one week prior to the start of the class, a cancellation fee of \$25 will be charged and the prorated account credit can be used for future classes. Once classes begin, tuition is due for any classes which have occurred, a \$25 cancellation fee will be charged, and a prorated account credit will be given. After the third class of the session, refunds and account credits are not possible.

### **Music Makers Instrument Classes and Group Instrument Programs** (12 or 16-week session)

We are happy to give a full refund if written notification is given at least 1 week prior to the start of the class. We strongly encourage students to commit to classes for the duration of the session. If a situation arises where a student is unable to attend for the entire session, tuition is still due for the month in which the cancellation occurs. In addition, a cancellation fee equal to one month tuition will apply and a pro-rated account credit will be given if payment was received in advance. After the eighth class of the session, refunds and account credits are not possible. Unfortunately material fees are not refundable.

### **Music camps and Preschool camps**

Music camps are sold individually and should be paid for in full at the time of registration. For camps, we are happy to give a full refund if written notification is given at least 1 week prior to the start of the camp. Cancellations which occur less than one week prior to the camp will result in a 50% account credit. Scholarships percentages may apply to the cost of camp - please inquire. Please note: Personal payment of the cancellation fee may be required if a scholarship percentage has been applied to the cost of camp. *Preschool camps are not eligible for scholarship.*