



# Foundation Music School Music Therapy Attendance and Cancellation Policy

*FMS Group Therapy Sessions are 16-week commitments during the fall and spring, and 8-weeks during summer sessions. Full or partial tuition payments are due at registration. When you register for a session of group therapy, each individual's success - and the success of our sessions - 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:*

## Music Therapy Groups

For Music Therapy Groups we are happy to give a full refund if written notification is given at least 1 week prior to the start of the group. We strongly encourage clients to commit to the group for the duration of the session. If a situation arises where a client 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. **Special Note to Medicaid waiver clients:** When you are absent from a group, FMS is unable to bill Medicaid. Please plan to attend each session so the dynamic of the group is maintained, and FMS can fulfill the financial commitment to the Music Therapist.

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PARENT/GUARDIAN SIGNATURE

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DATE

*FMS Private Music Therapy Sessions are year-round and agreed upon between you and your Music Therapist in the Assessment and Treatment Plan. Full payment is due at the time services are received. FMS has an Auto-Pay option and your enrollment in this option is welcome. When you commit to Music Therapy, your therapeutic success depends on your commitment to attend. Please plan carefully to avoid canceling sessions. If you must cancel your session, please refer to the following guidelines:*

## Private Music Therapy Attendance Policy

Regular attendance in sessions and parental support are the essential elements necessary for therapeutic progress and development. Therefore, clients are expected to attend all sessions as scheduled. It is the parent/guardian's responsibility to contact the therapist if a session will be missed. Sessions must be cancelled with 24-hour notice in order to be considered an Early Cancel, and eligible for rescheduling. It is the policy of FMS for only 2 make-up sessions to be allowed per semester.

If a session is not Early Cancelled (24-hour notice) it will be considered a Late Cancel. When a Late Cancellation occurs, the family is responsible for payment for the session.

*Special note to families using Medicaid:* When you late cancel a private session, FMS is unable to bill Medicaid. Please plan to attend each session so the integrity of the client's progress is protected, and FMS can fulfill the financial commitment to the Music Therapist.

Foundation Music School has a 14-day termination policy. If you decide to stop private Music Therapy, kindly notify your Music Therapist 14-days in advance. Payment for sessions already scheduled during that 14-day period is required.

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PARENT/GUARDIAN SIGNATURE

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