

Policies and Procedures

REGISTRATION

All students must register online at www.WhartonMusicCenter.org. To register a student who is under age 18, a parent or guardian must establish an account first and then add the student as a family member. Registration and payment of total tuition and/or class fee and the non-refundable Registration Fee are due on or before the Fall registration deadline, **September 8, 2015**. Payment is made by credit card upon registration. **The parent or guardian of a student under age 18 must be the credit card account holder.** For assistance with online registration, call 908-790-0700.

EARLY-REGISTRATION DEADLINE--June 30, 2015

Students can reserve their preferred lesson time by registering online by June 30, 2015. After June 30, all lessons are scheduled on a first-come, first-served basis.

PAYMENT

An initial individual or family Registration Fee is due upon enrollment first. Once the registration fee has been paid, payment for class tuition can be completed. Complete payment of tuition and fees or a payment plan if applicable is due upon registration. Additional payment information is provided online when registration is completed. If a student registers after the start of a term, the pro-rated tuition for the balance of classes in that term must be paid in full or arranged in a payment plan prior to the first day of attendance.

MULTIPLE PAYMENT OPTION

WMC families may choose to make multiple payments for selected courses and private lessons when registering online for lessons and classes. The initial payment is due upon registration and must be made on or before **September 8, 2015**. Subsequent payments are due on the 8th of each month of October through March and will be charged automatically to the credit card number submitted at the time of registration.

MINIMUM ENROLLMENT

For each group class, a minimum student enrollment is required for the class to be held. In the event that the minimum enrollment has not been met (typically four to five students per class), WMC administration will consider alternatives to accommodate students wishing to enroll in the class. In some cases, a modest increase in the fee can make it possible for the class to be held with fewer students.

WITHDRAWALS AND REFUNDS

Private Lessons: All requests for withdrawal from private lessons must be submitted in writing to the WIPA Director of Student Services. Withdrawals made prior to the beginning of the academic year (September 8, 2015) will result in a 100% tuition refund excluding the non-refundable Registration Fee. Withdrawals after the beginning of the term will be prorated and include an additional two-week charge. No refund requests will be accepted once the Academic Year semester has closed (June 30, 2016).

Group Classes: Withdrawals made prior to the beginning of the semester (September 8, 2015) or season (if applicable) will result in a 100% tuition refund excluding the non-refundable Registration Fee. Withdrawal after the first week of classes will result in a 75% tuition refund excluding the non-refundable Registration Fee. All withdrawals must be submitted in writing to the WIPA Director of Student Services. **All payments for classes are non-refundable after the second week of classes.**

FINANCIAL AID and TUITION ASSISTANCE

Financial aid applications are available at www.whartonmusiccenter.org. Applications with all supporting materials including IRS Form 1040 must be completed and submitted to the Director of Admissions no later than **August 15, 2015**. Applications that do not include IRS Form 1040 will not be considered.

STUDENT DROP-OFF AND PARKING POLICY

All children under the age of 12 must be walked into the building and to the class or faculty studio by parent, guardian, or caregiver. If a parent/guardian/caregiver leaves the building during his/her child's lesson, the teacher must be given the cell or other number to reach the parent/guardian/caregiver in case of an emergency.

All vehicles must park in the WMC parking lot. Street parking should be avoided unless there are no spaces in the WMC lot. **CHILDREN ARE NOT PERMITTED TO CROSS THE STREET TO A WAITING CAR.** Children may only be picked up in the parking lot or at the curbside adjoining WMC property. **Please, help us prevent accidents.**

MISSED LESSONS AND CLASSES

Lessons/classes missed by a student are not refundable, however, two make-up lessons per academic year semester are provided for private lessons missed by the student provided the instructor is informed in advance of the absence. Additional make-ups are not obligatory and at the teacher's discretion. Missed group classes or make-up lessons cannot be made up. Private lessons missed by an instructor are rescheduled by mutual arrangement during make up weeks and to be made up by the end of the academic year semester. Group classes missed by an instructor will be rescheduled and made up by the end of the season or academic year semester.

WEATHER CLOSINGS

For weather or other unscheduled closings, WMC will post closing notification on its website www.WhartonMusicCenter.org.

ACCEPTANCE OF TERMS AND CONDITIONS REGARDING PROCEDURES

Upon registration of a student, the parent or guardian of the student if a minor or student if an adult agrees to abide by all terms and conditions specified in this Policies and Procedures section as modified from time to time.

PHOTOGRAPHY, VIDEO, AND AUDIO RECORDINGS

From time to time, WIPA may photograph, video, or audio-record lessons, classes, camps, and performances. WIPA reserves the right to use these photos, videos, and audio recordings for publicity purposes such as WIPA's course listings, publications, websites, email broadcasts, posters, press releases, public notices, advertising, and brochures. Upon registration of a student, the parent or guardian of a student if a minor or student if an adult grants permission to WMC to use any photos, videos, and audio recordings taken for publicity purposes and to publish the names of persons in the photos, videos, and audio recordings. Such permission applies unless a parent or guardian submits a written, dated request that their child's image, recording, or name not be used.