

ROWAN PREP FALL 2011 – SPRING/SUMMER 2012
INDIVIDUAL-LESSON TUITION PAYMENT & REFUND POLICIES

Please read carefully before registering. Questions or concerns should be expressed to the Director prior to the start off lessons.

Individual-Lesson Registration Procedures:

1. All students are registered for the full (30-week) year, or the remainder if registration occurs mid-year.
2. A registration fee is assessed to each student
 - a. \$30 for the full year; \$15 after week 15
 - b. \$10 – summer session. Summer registration fee is waived for students registered for the entire previous year.
3. Security lessons: all individual-lesson students must pre-pay the final three lessons of the year.
4. Non-refundable Enrollment Payment (registration fee and security lessons) is due upon registration
5. Tuition and fees may be paid as follows:
 - a. Via check or money order made payable to Rowan University (a penalty fee of \$20 will be charged on all returned checks)
 - b. Cash payments cannot be accepted

Individual-Lesson Payment Policies:

1. Tuition can be paid by one of the following methods.
 - a. Payment in Full - Annual tuition is paid in one payment; students will receive a 100% discounted registration fee
 - b. 2 installments - Annual tuition (minus Enrollment Payment) is paid in 15 week installments (per semester); 50% discounted registration fee.
 - c. 6 Installments - Annual tuition (minus Enrollment Payment) is paid in 5 week installments.
 - 1). A \$5 installment fee is added to each installment
2. The payment schedule is designed so payments become due before all previously paid lessons are received. This is intentional and ensures your instructor can continue to teach without interruption or concern of lost wages.
3. Payment is due by the date designated on the invoice. Delinquent accounts will be subject to a late penalty of the greater of \$5 or 3% of the balance due. Lesson times of delinquent accounts will be made available to new students.
4. New students may register for individual lessons at any time during the year on a prorated basis.
 - a. Enrollment Payment is due upon registration
 - b. First tuition payment for students starting mid-year due prior to first lesson.

Individual-Lesson Refund Policies:

1. All withdrawals must be submitted in writing (email is acceptable) to the Director of Rowan prep at rowanprep@rowan.edu
2. **Enrollment Payment is non-refundable (regular fee & final three lessons)**
3. Full lesson tuition will be refunded only if student notifies Rowan Prep before the first lesson.
 - a. All withdrawals after the first lesson must be submitted with at least 8 days (2 lessons) notice.

Individual-Lesson Absence Policies:

1. **IF THE INSTRUCTOR CANCELS A LESSON:** Students will **not** be charged for lessons canceled by the instructor.
 - a. Instructor@canceled lessons will be rescheduled at the convenience of the instructor and the student.
2. Students are allowed **one excused absence** per 15 registered lessons. (Maximum of 2 per year).
 - a. **Notice of the absence must be given to the teacher (or office) at least 24 hours prior to the lesson.**
 - 1) Teachers cannot excuse lessons; absences will be considered unexcused if the teacher or office is not notified within this 24-hour period.
 - b. Make-ups will be rescheduled at the convenience of the instructor.
 - 1) If the make-up lesson is canceled by the student, the lesson shall be considered made up.
 - 2) Additional weeks are scheduled at the end of the year to accommodate lessons that cannot be rescheduled during the 30-week regular lesson period.
 - 3) Student absences must be paid; payment for student absences cannot be applied to forthcoming, regularly scheduled lessons.
 - 4) Any student-excused absence not made up will be forfeited.
 - c. Additional absences or those without proper notice will be considered unexcused.
3. All unexcused absences will be forfeited.