

Hartt Community Division Registration Policies (Summer 2009)

PLEASE NOTE: All Students MUST be registered before their first lesson!

PRIVATE LESSON Payment Options & Terms of Payment

We are not responsible for lost or late mail.

Payment of one-half of the summer semester's tuition is due with the signed registration form before the first lesson is taken. The remaining balance will be **billed VIA EMAIL**, see e-Billing policies below. See Registration Schedule below for Registration Fee & Late Fee policies.

e-Billing

The University has implemented eBilling. With this new system all University of Hartford billing statement notifications will be delivered electronically via eMail rather than by U.S. mail. Students now have access to set up their parents or guardians or a third party as authorized payers. You can view your account information and prior bills and payments. You are also now able to pay your bills online. Due to the change to the e-Billing system, the University of Hartford has made the following changes to their policies.

CHECKS/MONEY ORDERS/TRAVELERS CHECKS

Checks, Money Orders and Travelers Checks should be made payable to UNIVERSITY OF HARTFORD. Checks returned for insufficient funds or stop payment will result in a \$15 fee. NEW: Check payments may also be made on-line by clicking on the Web Payment link below. Please note that the student University ID number and PIN (default is Date of Birth) are required for all on-line transactions.

Credit Card Payments

Please note that VISA is no longer accepted by the University of Hartford. MasterCard, American Express and Discover Cards are accepted, but a processing fee of 2.75% of the amount paid will be assessed during each transaction.

Web Payment

The University has setup a secure site for accepting payments on-line. <https://banweb8.hartford.edu/ows-doc/homesl1.htm>

Default Charges

A default charge equal to 1.5% of the unpaid balance is assessed each month on all past due accounts. The University requires that all remittances be in the form of U.S. Currency and that your check/money order be payable in U.S. Dollars through a financial institution with an office in the United States. Any fees charged to the University by our bank for processing checks through a foreign collection agency will become the responsibility of the student.

Refund/Withdrawal Policy

Absence does not constitute withdrawal from any program. A signed registration form constitutes agreement to pay tuition in full (regardless of how much has actually been paid at the time of withdrawal). Withdrawal refunds may be granted according to the terms below and only with written notice, providing adequate reason, to the Registrar of the Hartt Community Division. Please note that relocation, changes of schedules, and other personal family matters DO NOT constitute a withdrawal. Refunds for medical reasons will be considered only with a doctor's note indicating an inability to participate. **Requests for withdrawal MUST be in writing and will be considered by staff committee on a case-by-case basis.**

Written withdrawal before the first class	100% refundable
Written withdrawal before the second class	60% refundable
Written withdrawal before the third class	40% refundable
Written withdrawal before the fourth class	20% refundable
Registration Fees & Late Fees	Non-Refundable

Absence/Schedule Policy

* The Hartt School Community Division **DOES NOT** guarantee make-up lessons or classes for student absences. It is at the teacher's discretion to make up lessons or classes cancelled by the student.

* The Hartt School Community Division **DOES** guarantee make-ups lessons/classes missed due to teacher absence or school closure.

* Make-up lessons are scheduled at the discretion of the teacher, and must be worked out accordingly.

* Students are responsible for reserving their regularly scheduled lesson time during the make-up weeks of a semester unless the teacher releases the student from those times.

Discounts

The Hartt School Community Division offers discounts as follows:

~ Faculty & Staff of the University of Hartford: 10% off all tuition charges for themselves, their spouse and their children.

Conduct

All students are required to understand and adhere to policies of the Hartt Community Division and University of Hartford.

Registration Schedules	Received on or postmarked by	Minimum Amount Due	Summer Registration Fee \$15.00	Summer Late Fee \$30.00
New Students	Prior to 1 st Summer Lesson	At least 1/2 of Summer Tuition	\$15.00 All New Students	Waived if registered before first lesson
Returning Students	Prior to 1 st Summer Lesson	At least 1/2 of Summer Tuition	\$15.00 for all students who take 3 or more summer lessons	\$30.00 any student who registers after they begin lessons, and for ALL students who register after August 1st.

<u>Summer Tuition Rates</u>	30 minute lessons	45 minute lessons	60 minute lessons
Traditional Private Lesson Rates	\$36.50/lesson	\$50.50/lesson	\$67.00/lesson