

Harp Ensemble Payment Policies

Gretchen Brumwell Harp Studio

Registration & Payment:

- Registration should occur in September for either the fall semester or for both semesters. If not completed in the fall, registration for the spring semester should occur in January or before. With permission, it is possible to submit late registrations in either semester. Ensemble members must re-register each academic year.
- A link for the online registration form can be found at www.GretchenBrumwell.com.
- The registration form includes several payment options. Ensemble members may choose to pay tuition in any of these ways:
 - One payment of \$200, with registration for both semesters (paid in September)
 - Two payments of \$100 each, with registration for both semesters (paid in September and February)
 - One payment of \$100, with registration for one semester (paid in September or February)
 - Four payments of \$25 each, with registration for one semester
 - Fall payments: September, October, November, December
 - Spring payments: February, March, April, May
 - Eight payments of \$25 each, with registration for both semesters: September, October, November, December, January, February, March, April
- Invoices will be sent via email and processed securely through Square: <https://squareup.com/us/en/security>. Payments can be made by debit card, credit card, or ACH bank payments.
- Those who choose the 4- or 8-payment option will receive a recurring invoice and must opt-in to store their chosen payment method for the entire recurring invoice series.

Refund Policy:

- Ensemble members may cancel their registrations at any time. The amount of tuition refunded will depend on the timing of the cancellation, as follows:
 - Ensemble members who cancel their registration in writing (email is sufficient) before the start of a semester will receive a full refund of tuition fees paid for that semester. To receive a full refund, fall cancellations must be received by September 30, and spring cancellations must be received by February 15.
 - Ensemble members who cancel their registration in writing (email is sufficient) during the first month of each semester will receive a 50% refund of tuition fees paid for that semester. To receive a 50% refund, fall cancellations must be received by October 30, and spring cancellations must be received by March 15. No refunds will be issued for cancellations after these dates.