

# 2023-2024 PAYMENT PLAN

## POLICIES AND PROCEDURES



Tuition for the installment plan can be broken up into two payments or monthly payments. Monthly payments will only be available for individuals/families who have a cart balance greater than \$1,200

### **Two Payment Plan**

1. An initial payment of the student registration fee, installment fee, and 50% of the total tuition is due upon registration or no later than September 5, 2023 (or the day the student is enrolled if after this date).
2. A second payment of the remaining tuition will be debited at the halfway point of a term. This date will be provided at registration, and you can see the date and payment amounts in your customer profile. This due date may vary depending on when a student or parent registers online.

### **Monthly Payment Plan (3 or 4 months depending on enrollment date):**

1. An Initial payment of the student registration fee, installment, and first monthly payment is due upon registration, or no later than September 5, 2023 (or the day the student is enrolled if after this date.) If the first payment is made in before or in the month of September, then a 4 month period will be set. If the first payment is made in October or late, then a three month schedule will be set.
2. The remaining tuition payments will be automatically debited each month on the same number day that the first payment was charged on. These dates will be provided at registration, and you can see the date and payment amounts in our customer profile.

Installment payments can only be made with credit card or debit card, and secondary payments will be automatically charged on the due date. If customers would like to pay their outstanding balance before the due date, they may do so by accessing their customer profile and processing the payment early. In your customer profile, click on "account menu" > "Receipts/Order" and click on your most recent order. You can apply payments to orders in this window.

### **Late or Missed Payments**

Payments must be received by the due dates specified at registration. If any installment payment is not received by the payment due date, all services, including, but not limited to, private lessons, group lessons, group ensemble lessons, group classes, and participation in recitals and events, may be suspended until the amount due is paid in full.

The signer will be subject to a \$25 late fee for each late payment and authorizes the Bronx School for Music to pursue collection activities to collect any past due amounts. Such activities may include referral of the agreed-upon payment to a collection agency and/or to a credit bureau organization and the release of information concerning the past-due account, when necessary, to collect the delinquent

payment. Signer further agrees to pay reasonable collection charges, including any court costs and attorney's fees.

In accepting this installment payment plan agreement, I understand and agree to all of the following terms:

- I have read and understand the Bronx School for Music Payment Plan Policies and Procedures and accept all guidelines and policies included therein.
- It is my/our responsibility to make the scheduled payments even if my child does not attend lessons or does not complete the program (see separate policy for student withdrawals and discontinuance). If the payment information I provide changes, I will notify the administrative office with updated information as soon as possible.
- **I authorize the Bronx School for Music to debit my account for payment on the payment due date.** If the payment debited on the Due Date to the account information provided at registration or held on file in my customer profile is declined for any reason, I agree to pay the \$25 late payment charge, and will make any payments due plus the late fee within 7 days of being notified by the Bronx School for Music.
- Defaulting on payments will result in the cancellation of this Agreement, rendering all unpaid tuition and fees due immediately. It also may make me or my child ineligible for future enrollment at the Bronx School for Music.
- This is the only notice I will receive of my debt before it is due.