



Updated 06/10/2026

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY. BY CONFIRMING "I/WE ACCEPT THE TERMS AND CONDITIONS SET FORTH ABOVE," THE STUDENT (IF OVER 18) AND/OR THE PARENT OR LEGAL GUARDIAN ARE ENTERING INTO A BINDING AGREEMENT WITH HARLEM SCHOOL OF THE ARTS (HSA).

## **TERMS AND CONDITIONS**

**Academic Term:** (Dates Subject to change at HSA's discretion)

- The Full Year term begins **September 19th, 2026 and ends June 21st, 2027**.
- The Semester terms are as follows
  - **Semester 1: September 19th, 2026 to February 2nd, 2027**
  - **Semester 2: February 6th, 2027 to June 21st, 2027**

### **Payment Policies:**

1. Families may elect to pay the full 100% of tuition or the required minimum of at least 25% at the time of enrollment for the full-year term or rolling admissions dates
2. HSA accepts Cash, AMEX, Master Card, Visa, Discover and checks made payable to The Harlem School of the Arts.
3. Tuition payments must be completed by the timeline below to hold a student's place in the program.
4. Once a student has registered, the payer of the student account is responsible for FULL payment of the class(es) for which the child is enrolled. **The \$25 registration fee is non-refundable for full year classes.**
5. **Once an account becomes 90 days delinquent, HSA reserves the right to automatically charge the funds to the payer's credit card on file.**
6. **Proration: There are no prorated tuition adjustments for the 2026-2027 school year for missed classes or enrollment after our registration deadlines.**
7. There are no refunds for dismissal; if a student is dismissed for reasons of unacceptable conduct, there is no refund on tuition and families will also be responsible for remitting the full tuition balance.

### **Payment Deadlines & Requirements:**

1. At the time of enrollment, an initial payment of at least 25% of the total tuition is due and a credit card must be saved on file for future installment payments.
2. Financial aid, if awarded, will be applied after the initial 25% deposit has been paid.
3. Monthly payments are due in equal installments until the final tuition date (see below).
  - a. **Final tuition payment for the 2026-27 school year is due no later than May 19th, 2027.**
  - b. **Final tuition payment for the Semester 1 classes is due no later than November 16th, 2026**

c. Final tuition payment for the **Semester 2** classes is due no later than **May 19th, 2027**

**HSA Registration Fees:** Please note that a \$25 registration fee will be applied to all new registrations in a semester or full year.

**HSA Product Policies:**

Please note that once received, all HSA products are non refundable. Harlem School of the Arts is not responsible for delivering purchased products. Purchased products can be picked up at the Student Services office

**Payment Plan Timeline:**

The following payment plan options are available for the 2026–2027 academic year. Students and/or parents or guardians may enroll in an available payment plan only during the applicable enrollment period listed below. Registration for each semester or program opens on the corresponding registration date, and payment plan participation is limited to the designated payment plan enrollment window.

<b>2026 - 2027 Payment Plan Timeline</b>			
<b>Program Term</b>	<b>Registration Opens</b>	<b>Program Dates</b>	<b>Payment Plan Enrollment Period</b>
<b>Semester 1</b>	June 16, 2026	September 19, 2026 – February 2nd, 2027	June 16, 2026 – November 15, 2026
<b>Semester 2</b>	January 5, 2027	February 6th, 2027 – June 21st, 2027	January 5, 2027 – May 19, 2027
<b>Full Year</b>	June 16, 2026	September 19, 2026 – June 21st, 2027	June 16, 2026 – May 19, 2027

Enrollment in a payment plan does not guarantee continued participation in any program or class and remains subject to timely payments and compliance with all applicable policies, procedures, and financial obligations. Payment plans requested outside of the enrollment periods listed above may be denied at the sole discretion of the organization. All payment obligations must be satisfied in accordance with the selected payment plan schedule. Failure to maintain payments in good standing may result in suspension or termination of participation, loss of registration privileges, or other actions permitted in this agreement.

**Final Tuition Payment Due Dates:**

Please note that final tuition payments for the 2026-2027 school year at HSA are due no later than May 19, 2027. **Unpaid balances after May 19th, 2027 may be transferred to an outside collections agency.**

HSA reserves the right to remove students with delinquent accounts from classes and programs until the tuition balance is paid in full. A credit card will be required to take out auto-payments on any delinquent balances. **Students with account balances will not be allowed to register for the following summer term, school term or semester, All summer payment plans must be brought current to register for school year classes.**

**Withdrawal Policies and Fees For Group Classes**

To maintain accurate attendance rosters, and for safety and security reasons, students must attend the class that they have registered for, unless arrangements are made with the Student Services Office.

Once a student has registered, the payer of the student account is responsible for FULL payment of the classes for which the student is enrolled.

**Parents/guardians wishing to withdraw from a full year or semester class must do so within the first two (2) weeks of the semester by submitting a withdrawal or cancellation request via email to [info2@hsanyc.org](mailto:info2@hsanyc.org).**

Contingent upon receipt of an email or written request to withdraw a child from a class, payers will receive a refund within 10 business days. All refunds are processed via check and electronic funds transfer. **A \$100.00 administrative fee will be applied and deducted from all refunds and credits for Full-Year classes without exception. The \$25 registration fee is non-refundable. HSA will not provide a refund after the first two (2) weeks of the semester or two (2) weeks after a student has been registered, whichever is later.**

If a student must withdraw due to severe illness or other special circumstances he/she may be eligible for a partial refund or credit. A written note from a physician is required for all withdrawals related to illness.

**Withdrawal Policies and Fees For Private Lessons:**

If a student or parent/guardian wishes to drop or lessen the duration of a private lesson, **it must be done within the first two (2) lessons by submitting a request via email to: [privatelessons@hsanyc.org](mailto:privatelessons@hsanyc.org).** If a request is received within the first two (2) lessons, a credit or refund will be issued to the family. **A \$100 administration fee will be applied and deducted from the refund without exception.** After the first (2) lessons, the lessons are not eligible for refunds.

TUITION FEES AND POLICIES FOR PRIVATE LESSON INSTRUCTION IN MUSIC, DANCE, OR DRAMA					
Duration	4 Sessions	8 Sessions	12 Sessions	14 Sessions	16 Sessions
30 min	\$260	\$520	\$780	\$910	\$1040
45min	\$338	\$676	\$1014	\$1183	\$1352
60 min	\$390	\$780	\$1170	\$1365	\$1560

TUITION FEES AND POLICIES FOR PRIVATE LESSON INSTRUCTION IN MEDIA & DESIGN					
Duration	4 Sessions	8 Sessions	12 Sessions	14 Sessions	16 Sessions
45min	\$363	\$701	\$1039	\$1208	\$1377
60 min	\$415	\$805	\$1195	\$1390	\$1585

All schedule changes to private lessons must be made through the Student Services office. Schedule changes include:

- A change in the lesson duration.
- A change in the lesson time.
- A change in the lesson day.
- A change in the lesson instructor.
- A change in the lesson room.

**Any and all schedule changes must be requested at least 24 hours before the start of the lesson.** If a request is received in less than 24 hours before the start of the lesson, the student will be marked absent and no makeup lesson will be received.

If a student or parent/guardian wishes to drop or change the duration of a private lesson, it must be done within the first two (2) sessions by submitting a withdrawal or cancellation request via email to [privatelessons@hsanyc.org](mailto:privatelessons@hsanyc.org). No class changes or tuition adjustments will be made after the first two (2) sessions. If a request is received within the first two (2) lessons, a credit or refund will be issued to the family, **\$25 registration fees are exempt from refunds without exception.**

HSA reserves the right to conduct private lessons virtually via video conference. The tuition and tuition policies for virtual lessons are the same as in-person lessons, as described above.

Students are expected to attend all private lessons. A student who is unable to attend their lesson at the scheduled time is required to notify HSA at least 24 hours in advance. A student who has missed three (3) consecutive lessons without notifying HSA will be considered as having voluntarily dropped from their lessons. HSA will make all reasonable efforts to contact the student and family after each of the three missed lessons. **If the student/parent fails to contact HSA after three (3) consecutive missed lessons, HSA reserves the right to drop a student from private lessons without issuing a credit or refund.**

#### **Group Class Transfers:**

Class transfers must be requested within the first two (2) weeks following the class start date. Students are permitted a maximum of two (2) class transfers within the initial four (4) weeks of the term. Any transfer requested after the first two (2) weeks of classes will be subject to a **\$50 transfer fee per request**. No class transfers will be permitted after the first four (4) weeks of classes. Students may not transfer into a class designated for a different age group without prior approval from the appropriate department director.

All transfer requests must be processed directly through the Student Services Office and may be submitted in person, by telephone, or by email to [info2@hsanyc.org](mailto:info2@hsanyc.org). Attendance in a class without an officially approved transfer will be considered invalid.

**Group Class Cancellations:**

HSA reserves the right to cancel classes with insufficient (low) enrollment. In the event a class is cancelled, you will be notified and given an opportunity to transfer to another class. If you do not enroll into another class, you will receive either a credit for future use or a prorated refund. **No administrative fee will be applied to program cancellations.**

**Cancellations due to Weather or Public Health:**

The HSA program and facilities may be curtailed, altered, suspended, delayed or terminated in the case of force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones make it illegal, impossible, inadvisable, or commercially impracticable to operate the program and/or facilities. In such cases, HSA's tuition will be non-refundable.

**Dismissals Due to Violations:**

There are no refunds for dismissal. If a student is dismissed for reasons of unacceptable conduct pursuant to the **HSA Student Conduct Policy Handbook**, there is no refund on tuition and families will also be responsible for remitting the full tuition balance.

HSA reserves the right to suspend or terminate instruction for students who do not meet their financial obligations. Students are liable for the full cost of instruction; tuition credit or make-up lessons will not be given as a result of unexcused lessons missed or a result of suspension. **The \$25 registration fee is non-refundable for any semester/ full year classes. classes.**

**Attendance:**

The Harlem School of the Arts is not responsible for any student's attendance. Attendance is expected of all students and failure to attend classes will not affect payment due dates or tuition prices. (Prices are subject to change at any time at HSA's discretion)

<b>TUITION FEES 2026 - 2027</b>			
<b>Class Type</b>	<b>Class Duration</b>	<b>Full Year</b>	<b>Semester(s)</b>
Standard	45 min	\$950	\$475
Standard	1 hr	\$950	\$475
Standard	1.5 hr	\$1100	\$550
Standard	2 hr	\$1225	\$613
Media & Design	1 hr	\$1000	\$500

Media & Design	1.5 hr	\$1150	\$575
Media & Design	2 hr	\$1275	\$638

**DISCLOSURE OF PERSONAL INFORMATION:** HSA may disclose the personal information of a student and/or his/her parent/guardian (including, but not limited to, name, address, school, grade, age, phone number, and email address) to HSA's employees for purposes of providing and facilitating the education of the student. Those purposes include, for example, personalizing the student's educational services at HSA, addressing the student's individual interests, communicating information about HSA's activities and programs, or registering or enrolling the student in HSA courses. HSA will avoid disclosing the student and/or his/her parent/guardian's personal information to any third party unless the student (if 18 years or older) or the student's parent/guardian has consented to such disclosure, or HSA is required to do so by law or to comply, for example, with legal process or a court order.

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By signing below, I/we agree that we have carefully read these Terms and Conditions and fully understand the provisions above and sign it voluntarily with the intent to be legally bound.

By signing below, I/we agree that these Terms and Conditions shall apply in respect of all classes for which I/we may enroll and participate, and no additional acknowledgement of these Terms and Conditions will be required to be executed with respect to additional Classes or activities that I/we may participate in with respect to HSA, unless specifically requested by HSA.

By signing below, I, as parent/legal guardian, represent that I have the authority to confirm acceptance of these Terms and Conditions on behalf of myself and the Student, provided that if the Student is of legal age to execute a binding agreement, he or she shall indicate acceptance below.

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_