Foundation Music School
Music Therapy Attendance and Cancellation Policy

FMS Group Therapy Sessions *are 17 week commitments during the fall semester, 18 week commitment during the spring semester, and 8 weeks during summer sessions (please see the schedule for length of each session). Full or 1st payment is due at registration. When you register for a session of group therapy, each individual's success - and the success of our sessions - depend on your commitment to attend. Please plan carefully to avoid canceling your registration. If you must cancel your registration, please refer to the following guidelines:*

Music Therapy Groups and Friendship Group Classes

For Music Therapy Groups we are happy to give a full refund if written notification is given at least 1 week prior to the start of the group. We strongly encourage clients to commit to the group for the duration of the session. If a situation arises where a client is unable to attend for the entire session, payment is still due for the month in which the cancellation occurs. In addition, if cancellation occurs after the 15th of the month, a cancellation fee equal to a one month payment may apply and a pro-rated account credit will be given if payment was received in advance. ***Special Note to Medicaid waiver clients:*** When you are absent from a group, FMS is unable to bill Medicaid. Please plan to attend each session so the dynamic of the group is maintained, and FMS can fulfill our financial commitments to our Music Therapists. ***Special note to families using FSSP Funds:*** When you do not show up/late cancel from a group music therapy session, you are responsible for payment of that session.

FMS Private Music Therapy Sessions *are year-round and agreed upon between you and your Music Therapist in the Assessment and Treatment Plan. Full payment is due at at the time services are received. FMS has an Auto-Pay option and your enrollment in this option is welcome. When you commit to Music Therapy, your therapeutic success depends on your commitment to attend. Please plan carefully to avoid canceling sessions. If you must cancel your session, please refer to the following guidelines:*

Private Music Therapy Attendance Policy

Regular attendance in sessions and parental support are the essential elements necessary for therapeutic progress and development. Therefore, clients are expected to attend all sessions as scheduled. It is the parent/guardian's responsibility to contact the therapist if a session will be missed. Kindly provide at least a 24 hour notice if a cancellation must occur.

If a session is not Early Canceled (24 hour notice) it will be considered a Late Cancel. When a Late Cancellation occurs, the family is responsible for payment for the session.

Special note to families using FSSP Funds: When you late cancel a private session, you are responsible for payment of that session.

Special note to families on Medicaid Waivers: When you late cancel a private session, FMS is unable to bill Medicaid. Please plan to attend each session so the integrity of the client's progress is protected, and FMS can fulfill our financial commitments to our Music Therapists.

Foundation Music School has a 14 day termination policy. If you decide to stop private Music Therapy, kindly provide written notification to your Music Therapist and musictherapy@foundationmusicschool.org 14 days in advance. Payment for or attendance at/rescheduling of sessions already scheduled during that 14 day period is requested, as your Music Therapist has already planned for and reserved the time in their schedule for your therapy sessions.