

Student Policies and Information

2015-2016

Welcome to Columbia River Music Conservatory.

Tuition is course-based and is neither rated by nor paid for as individual lessons. Conservatory summer lessons, workshops and other programs are arranged for individuals and groups and are considered a separate term of instruction, during which lesson schedules may be more flexible. All students are encouraged to continue lessons during the summer. Priority scheduling for the fall is offered to students who continue with a minimum of five lessons during the summer.

An annual **Registration Fee** of \$50 for the year will be collected at the time of registration. A registration form must be completed by every student and must include payment in full, consisting of the annual registration fee, tuition and student fee for the current month before instruction begins. No lessons may be taught until registration is complete and a student is given authorization from the administration. **Continuing students must re-register each year.** The Registration Fee is \$50 per student. Additional registrations from the same household are discounted at 50%, each, or \$25.00 per each additional student.

The Payment of Monthly Tuition & Student Fees

- The student fee is \$10 each month; this fee is an operational fee and **cannot** be excluded from monthly payments.
- The Conservatory charges a standard four-lesson tuition rate for each month, even in the case of student absence.
- Tuition and Student fees are due and must be received by the 15th calendar day of each month. After the 30th of each month, **a late fee of \$15 will be assessed.**
- Acceptable forms of payment include: cash, check, money order, VISA or MasterCard. For your convenience, there is a registration & tuition drop box located inside Room 204 or you can give your check to your instructor. You can also set up monthly payment via credit or debit card.
- If tuition is outstanding for 60 days and no arrangement of payment has been agreed upon, the student will no longer be able to take lessons and the bill will be sent to collection.

Regular Participation in lessons, recitals and other recommended activities is expected of all students.

Instructor Absences: All lessons canceled by the instructor will be made up before the end of the current term. Cancellations due to inclement weather will be considered instructor absences.

Student Absences: Students are expected to attend scheduled lessons. Attendance is crucial to the student's successful progress. Teachers are not obligated to make-up student absences. Tardiness is deducted from your own lesson time. Please be prompt.

Private Lessons are scheduled in regular weekly increments of 30, 45 or 60 minutes, as determined by each studio instructor. Students will receive an **average of 4 scheduled lessons per month**, which may include, group lessons, master classes, auditions and workshops. Group lessons may be scheduled during the year and are between 45 and 120 minutes long. These group classes or activities are infrequent, scheduled in advance, and replace the private lesson for that week.

Student Photo Release: During the course of the year photographs are taken of students of CRMC. We would like the right to use the photos in promotion of CRMC. They might be

included on a flyer, brochure, website, etc... If you wish to not participate in sharing your photo please opt out on your registration form by selecting **no thank you**.

Facility Use: Any abuse or destruction of CRMC property or The Church of the Nazarene, including all instruments, will result in immediate cancellation of enrollment without refund and may result in legal restitution. The Church of the Nazarene is not responsible in the event of harm or injury sustained by the students of CRMC.

Behavior: All students must conduct themselves in a responsible and respectful manner. Once you enter the CN facility the student is expected to have appropriate behavior: no foul language, no yelling, no running, no horse play, no entering rooms that are not the student's assigned room without permission, etc... Failure to be respectful of the facility and personnel will warrant a warning, if behavior continues a parent will be immediately contacted to pick up student. The situation will be reviewed and the student could face cancellation of enrollment without refund.

I have read and agree to abide by these Student Policies: _____

Date: _____

Parent or Legal Guardian