PRIVATE INSTRUCTION – 13 WEEKS
Thirteen, 30-minute lessons

Student Instructor $250
Graduate Student $280
Professional $320
CMS Director $340
SLU Faculty $400

❖ 45-minute lessons, and 60-minute lessons are available

❖ $20 late registration fee will apply to registrations postmarked after August 21

RECITAL PERFORMANCE (OPTIONAL):
$10.00 (to be paid by November 28)

STRINGS ORCHESTRA (Violin, Viola, and Cello) – 5 WEEKS
Five, 60-minute classes

Students who are enrolled in private lessons with CMS $40.00

Students who are only enrolled in orchestra (1 year of prior experience required) $125.00
PRIVATE LESSON SCHEDULE

<table>
<thead>
<tr>
<th>Week of</th>
<th>Lesson #</th>
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<tbody>
<tr>
<td>August 28</td>
<td>1</td>
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<tr>
<td>September 4</td>
<td>2</td>
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<tr>
<td>September 11</td>
<td>3</td>
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<td>September 18</td>
<td>4</td>
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<td>September 25</td>
<td>5</td>
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<td>October 2</td>
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<td>October 9</td>
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<td>October 16</td>
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<td>October 23</td>
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<td>October 30</td>
<td>10</td>
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<td>November 6</td>
<td>11</td>
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<tr>
<td>November 13</td>
<td>12</td>
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<tr>
<td>November 27</td>
<td>13</td>
</tr>
</tbody>
</table>

ORCHESTRA SCHEDULE

TBA

RECITALS

December 5 at 6 p.m.
December 7 at 6 p.m.
December 8 at 4:30 p.m.

HOLIDAYS

September 4 – Labor day (to be made up)
October 12 & 13 – Fall Break (to be made up)
November 20 - 24 – Thanksgiving (no lessons this week)
REGISTRATION AND TUITION POLICY

REGISTRATION OPTIONS

- Use the “FALL 2017 online registration” link on our website to submit your registration form on line
- Scroll down for a printable registration form.

Mail your completed registration form to:
Southeastern Community Music School
SLU 10817
Department of Music and Dramatic Arts
Hammond, LA 70402

Or bring your form to one of the following:
Department of Fine and Preforming Arts
Main Office
Community Music School Office
Pottle Music Building Annex
Room A253

Please make check payable to: SOUTHEASTERN LOUISIANA UNIVERSITY

If you have more than one family member studying at the CMS, be sure there is a registration form for EACH student. Registration forms must be filled out each semester.

ONCE YOUR FORM HAS BEEN RECEIVED

If you are a returning student, you will be contacted by your instructor for scheduling.
If you are a new student, you will be assigned an instructor who will contact you for scheduling a few days prior to the beginning of the semester.

TUITION POLICY

There are two (2) payment options for CMS tuition.
1) Full payment on or before the first lesson
2) Half payment due on or before the first lesson - balance due by October 9.
   $10 late fee will apply to tuition payments postmarked after October 9.
3) Recital fee (if performing at the recital) – due by November 28.

Payments by check may be mailed to CMS 10817, Hammond, LA 70402, or delivered in person to the CMS office. If you wish to pay via credit card, you may do so by calling our office (985 549 5502).

NOTE: If you begin lessons after the first week, your tuition will be pro-rated to reflect the actual number of scheduled lessons, however a $20 late registration fee will still apply. In addition, no refunds are given for CMS tuition, though tuition can be credited towards the following semester under certain circumstances.

CONTACT INFORMATION

Office location: Pottle Annex A253
Office hours: Mon-Fri 9:00 a.m.-5:00 p.m.
Phone 985-549-5502
Email: CMS@selu.edu
CMS Director Jivka Duke
Mail List _____ Roster _____

COMMUNITY MUSIC SCHOOL
FALL 2017 REGISTRATION FORM
(One form per student)

Student name __________________________ Parent name __________________________
Age ________________________________ Phone (home) __________________________
School ______________________________ Phone (work) __________________________
Instrument __________________________ Phone (cell) __________________________
Instrument __________________________ Email address __________________________
Address ______________________________ City __________________ Zip ____________

Preferred Instructor (if applicable) __________________________ 30 min 60 min____
Preferred Instructor (if applicable) __________________________ 30 min 60 min____

Location (please circle) SLU Campus St. Tammany Center Livingston

A minimum of ½ the balance due will need to be received on or before the first lesson.
Any remaining balance will be due October 9.

$10 late fee will apply to tuition payments postmarked after October 9

Recital performance (optional) $10 (to be paid by November 28)

CMS STUDENTS UNDER 18
List all persons responsible for picking up the student after lessons.

Does the student have permission to leave the SLU Music Building? _____ For what reason(s)?
________________________________________________________________________

Absence Policy: I agree to give my instructor at least a 3 hour notice for a cancellation. If not, the instructor is not obligated to offer a make-up lesson. _____ (Initial)

Payment Policy: I understand that any debt owed to the Community Music School as a result of a failure to make required payments and/or failure to respond to demands for payment made by CMS may result in such debts being transferred to the State of Louisiana Attorney General’s Office, or other outside collection agency, for collection. Upon transmittal for collection, the student/parent guardian is responsible for collection/attorney’s fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs ______ (Initial)

Termination Policy: In the event of discontinuing lessons with CMS prior to the end of the semester, I agree to give the CMS office four weeks’ notice, or to pay the equivalent of four lessons counted from the date of my notice. ______ (Initial)

*** Office Use Only ***

Date Received _____________________ Lesson/Time __________________
Misc. Discounts/Scholarships___________ Total Tuition________
Payment Date_________ Check#/Cash________ Balance________
Payment Date_________ Check#/Cash________ Balance________
