SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
FALL 2019

INDIVIDUAL LESSONS – 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 26

ORCHESTRA (Violin, Viola, and Cello) – 5 WEEKS
Five, 60-minute classes
1 year of prior experience required

Schedule: TBA

Students taking individual lessons with CMS $40.00
Students who are only enrolled in Orchestra $125.00

RECATAL PERFORMANCE:
$10.00 (to be paid by December 3)
SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
FALL 2019

PRIVATE LESSON SCHEDULE

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Lesson #</th>
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<tbody>
<tr>
<td>September 2</td>
<td>1</td>
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<tr>
<td>September 9</td>
<td>2</td>
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<tr>
<td>September 16</td>
<td>3</td>
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<td>September 23</td>
<td>4</td>
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<td>September 30</td>
<td>5</td>
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<td>October 7</td>
<td>6</td>
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<td>October 14</td>
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<td>October 21</td>
<td>8</td>
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<td>October 28</td>
<td>9</td>
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<td>November 4</td>
<td>10</td>
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<tr>
<td>November 11</td>
<td>11</td>
</tr>
<tr>
<td>November 18</td>
<td>12</td>
</tr>
<tr>
<td>November 25</td>
<td>No lessons</td>
</tr>
<tr>
<td>December 2</td>
<td>13</td>
</tr>
</tbody>
</table>

ORCHESTRA SCHEDULE

TBA

RECITALS

December 10 at 6 p.m.
December 11 at 6 p.m.
December 12 at 6 p.m.

HOLIDAYS

September 2 – Labor day (to be made up)
October 3 & 4 – Fall Break (to be made up)
November 25 - 29 – Thanksgiving (no lessons this week)
SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
FALL 2019

REGISTRATION AND TUITION POLICY

REGISTRATION OPTIONS

- Use the “FALL 2019 online registration” link on our website to submit your registration form online.
- 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 10.

$10 late fee will apply to tuition payments postmarked after October 10.
3) Recital fee (if performing at the recital) – due by December 3.

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
COMMUNITY MUSIC SCHOOL
FALL 2019 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____

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 10.

Recital performance (optional) $10 (to be paid by December 3)

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)

Photo/Video Release: I hereby consent to the use of photographs/videos of my child/dependent/self,
and/or any copies of this photograph/video in any editorial and/or promotional material produced
and/or published by Southeastern Louisiana University. This includes usage in commercial advertising
and the Internet. I understand that signing this release does not guarantee use of the
photos/videos._______ (Initial)

*** Office Use Only ***

Date Received _____________________                   Lesson/Time _______________
Misc. Discounts/Scholarships_____________                             Total Tuition____________________
Payment_________Date____________Check#/Cash___________Balance____
Payment_________Date____________Check#/Cash___________Balance____