PRIVATE INSTRUCTION

Community Music School Instructors are classified under the following headings:

STUDENT INSTRUCTOR
Music majors in the Department of Fine and Performing Arts. Student Instructors teach only in their area of expertise, and are mentored by their applied professors and the CMS Director.

PART TIME ASSISTANT INSTRUCTOR
Assistant instructors have earned a bachelor’s degree in their area of expertise, and have extensive teaching experience.

GRADUATE STUDENT INSTRUCTOR
Graduate students in the Department of Fine and Performing Arts. Graduate Student Instructors have already earned an undergraduate degree in their area of expertise, and many have extensive teaching experience.

PROFESSIONAL INSTRUCTOR
Professional music educators from the community who are not otherwise affiliated with Southeastern, and part-time faculty with the Department of Fine and Performing Arts. Professional Instructors hold at least one degree in their area of expertise and/or have extensive teaching experience.

FACULTY/ARTIST
Music faculty from the Department of Fine and Performing Arts. CMS instructors under this classification are faculty in the department, and choose to be classified for CMS instruction as either “Faculty” or “Artist.” Faculty and Artist instructors are available under limited circumstances.

CLASSES

Full semester tuition includes:

PRIVATE INSTRUCTION – 13 WEEKS (instrumental or voice)
30-minute lessons assumed unless noted

FEES (Based on 30 minute lesson time)

<table>
<thead>
<tr>
<th>Instructor Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Instructor</td>
<td>$250</td>
</tr>
<tr>
<td>Part-Time Asst Instructor</td>
<td>$260</td>
</tr>
<tr>
<td>Graduate Student Instructor</td>
<td>$280</td>
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<tr>
<td>Professional Instructor</td>
<td>$320</td>
</tr>
<tr>
<td>CMS Director</td>
<td>$340</td>
</tr>
<tr>
<td>Full Faculty/Artist Rate</td>
<td>$400</td>
</tr>
</tbody>
</table>

Recital performance (optional) $10 (to be paid by April 30)

$20 late registration fee will apply to all registrations submitted/postmarked after January 19

ADDITIONAL CLASSES – 10 weeks (optional)

All of the following classes will only be offered if there are four or more students registered.
Tuition for these classes is due before the first class, and is nonrefundable.
Refunds will only be given if the class does not make.

Theory class instruction ---------------------------- $25 (if added to instrument or voice private lessons)
$125 (if taken alone)

A description and schedule of the theory classes are posted under the link “Classes”

Chamber Music (by placement) ------------------- $25
Choir ------------------------------------------ $25
Fiddling Group Class -------------------------- $125
Beginning Group Piano ------------------------ $125
Beginning Violin Group Class (Livingston Literacy Center) -- $125
Beginning Group Piano (Livingston Literacy Center) ------- $125

A description and schedule of these classes are posted under the link “Ensembles”
REGISTRATION AND TUITION POLICY

REGISTRATION OPTIONS

- Use the “Spring 2015 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 Music and Dramatic Arts
Main Office
Community Music School Office
Pottle Music Building Annex
Room A253

Please make check payable to: CMS or Community Music School

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 March 15.
   $10 late payment fee will apply to all payments dated after March 15
3) Recital fee (if performing at the recital) – due by April 30.

Payments 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 G. Duke
PRIVATE LESSON SCHEDULE
JANUARY 26 (13 WEEKS)

CLASSES AND ENSEMBLES
FEBRUARY 2 (10 WEEKS)

ENSEMBLES (tentative schedule)
All of the ensemble and theory classes will only be offered if there are four or more students registered. Tuition for these classes is due before the first class, and is nonrefundable. Refunds will only be given if the class does not make.

Hammond campus:
CHOIR            Mon 4:00            Pottle Room TBA
FIDDLING GROUP CLASS  Fri  5:00         Pottle Room TBA
CHAMBER MUSIC     TBA TBA             Location TBA (by placement)
BEGINNING GROUP PIANO Thurs. 6:30       Rm A286
NORTHLAKE COMMUNITY BAND   Tue 7:00       Rm A162

Livingston Center:
BEGINNING VIOLIN GROUP CLASS Sat. 10:30
BEGINNING PIANO GROUP CLASS  Sat. 11:30

THEORY CLASSES (Hammond campus)

    Adult theory class    Mon 5:30pm Rm TBA
    Beginning Theory      Tue 5:30pm Rm TBA
    Intermediate Theory   Wed 5:30pm Rm TBA
    Advanced Theory       Thurs 5:30pm Rm TBA

OTHER HIGHLIGHTS
February 16 - 20 - Mardigras (no lessons this week)
April 3 -10 - Spring Break (no lessons this week, only April 3 to be made up)
May 11 - Recital Week

<table>
<thead>
<tr>
<th>Week of</th>
<th>Lesson #</th>
<th>Theory</th>
<th>Ensembles</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 26</td>
<td>1</td>
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<tr>
<td>February 2</td>
<td>2</td>
<td>1</td>
<td>1</td>
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<tr>
<td>February 9</td>
<td>3</td>
<td>2</td>
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<tr>
<td>February 23</td>
<td>4</td>
<td>3</td>
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</tr>
<tr>
<td>March 2</td>
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<td>4</td>
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<tr>
<td>March 9</td>
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<td>March 16</td>
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<td>April 13</td>
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<td>May 4</td>
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<tr>
<td>May 11</td>
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<td></td>
<td>Recital Week</td>
</tr>
</tbody>
</table>
COMMUNITY MUSIC SCHOOL
Spring 2015 REGISTRATION FORM
(One form per student)

Student name ___________________________________Parent name ________________________________
Age ________________ Phone (home) ________________________________ Phone (work) ________________________________
School ________________________________ Phone (cell) ________________________________ Email address ________________________________
Instrument ________________________________ 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

ENROLLMENT FOR CLASSES AND ENSEMBLES (check all that apply)

Adult Theory Mon 5:30 Rm TBA ______
Beginning Theory Tue 5:30 Rm TBA ______
Intermediate Theory Wed 5:30 Rm TBA ______
Advanced Theory Thurs 5:30 Rm TBA ______
Beginning Group Piano Thurs 6:30 Rm A286 ______
Community Band Tue 7:00 Rm A162 ______
Choir Mon 4:00 Rm TBA ______
Fiddling Group Class Fri 5:00 Rm TBA ______
Chamber Music TBA TBA Location TBA ______
Beginning Violin Group Class Sat. 10:30 Livingston Center ______
Beginning Piano Group Class Sat. 11:30 Livingston Center ______

A minimum of ½ the balance due will need to be received on or before the first lesson.
Any remaining balance will be due March 15.
$10 late payment fee will apply to all payments dated after March 15

Recital performance (optional) $10 (to be paid by April 30)

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 (Excerpt)******

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 (though may choose to do so). _______ (Initial)

*** Office Use Only ***

Date Received _____________________ Lesson/Time _____________________
Misc. Discounts/Scholarships ___________________ Total Tuition _____________________
Payment _______ Date _______ Check#/Cash _______ Balance _____________________
Payment _______ Date _______ Check#/Cash _______ Balance _____________________