SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
SPRING 2021

INDIVIDUAL LESSONS – 13 WEEKS
Thirteen, 30 -minute lessons

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

RECITAL PERFORMANCES:
TBA

PRIVATE LESSON SCHEDULE

<table>
<thead>
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<th>Week of:</th>
<th>Lesson #</th>
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<td>January 25</td>
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<td>February 1</td>
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<td>February 8</td>
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<td>February 15</td>
<td>Mardi Gras Break</td>
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<td>February 22</td>
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<td>March 8</td>
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<td>March 22</td>
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<td>April 5</td>
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<td>April 19</td>
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<td>April 26</td>
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<td>May 3</td>
<td>13</td>
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<td>May 10</td>
<td>Recitals</td>
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SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
SPRING 2021

REGISTRATION AND TUITION POLICY

REGISTRATION OPTIONS

- Use the “SPRING 2021 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 March 26. $10 late fee will apply to tuition payments postmarked after March 26.
3) Recital fee (if performing at the recital) due May 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
SPRING 2021 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   NTCC Lacombe   Livingston

Delivery (please circle)   In Person   Online   Combination

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**.

**$10 late fee will apply to tuition payments postmarked after March 26**

Recital performance (optional) $10 (to be paid by May 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 ______________