SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
SPRING 2023

INDIVIDUAL LESSONS – 13 WEEKS

Prices for thirteen, 30-minute lessons

<table>
<thead>
<tr>
<th>Instructor Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Instructor</td>
<td>$280</td>
</tr>
<tr>
<td>Professional</td>
<td>$320</td>
</tr>
<tr>
<td>CMS Director/PhD Instructor</td>
<td>$355</td>
</tr>
<tr>
<td>SLU Faculty</td>
<td>$400</td>
</tr>
</tbody>
</table>

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

PRIVATE LESSON SCHEDULE

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Lesson #</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23</td>
<td>1</td>
</tr>
<tr>
<td>January 30</td>
<td>2</td>
</tr>
<tr>
<td>February 6</td>
<td>3</td>
</tr>
<tr>
<td>February 13</td>
<td>4</td>
</tr>
<tr>
<td>February 20</td>
<td>Mardi Gras Break</td>
</tr>
<tr>
<td>February 27</td>
<td>5</td>
</tr>
<tr>
<td>March 6</td>
<td>6</td>
</tr>
<tr>
<td>March 13</td>
<td>7</td>
</tr>
<tr>
<td>March 20</td>
<td>8</td>
</tr>
<tr>
<td>March 27</td>
<td>9</td>
</tr>
<tr>
<td>April 3</td>
<td>10 (Good Friday – make up)</td>
</tr>
<tr>
<td>April 10</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 17</td>
<td>11</td>
</tr>
<tr>
<td>April 24</td>
<td>12</td>
</tr>
<tr>
<td>May 1</td>
<td>13</td>
</tr>
<tr>
<td>May 8, 9, 10</td>
<td>Recitals</td>
</tr>
</tbody>
</table>

HOLIDAYS

February 21 - 24 – Mardi Gras (no make-up)
April 7 – Good Friday (make-up provided)
April 10 – 14 – Spring Break (no make-up)

RECITALS

May 8th, 9th, 10th at 6 p.m. in the Recital Hall
SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
SPRING 2023

REGISTRATION AND TUITION POLICY

REGISTRATION OPTIONS

- Use the “SPRING 2023 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 15.**
   
   **$10 late fee will apply to tuition payments postmarked after March 15.**
3) Recital fee (if performing at the recital) due May 1.

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 2023 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 March 15.
$10 late fee will apply to tuition payments postmarked after March 15

Recital performance (optional) $10 (to be paid by May 1)

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 ______