SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
SPRING 2017

PRIVATE LESSONS – 13 WEEKS
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 rate</td>
<td>$250</td>
</tr>
<tr>
<td>Part-Time Asst Instructor</td>
<td>$260</td>
</tr>
<tr>
<td>Graduate Student Instructor rate</td>
<td>$280</td>
</tr>
<tr>
<td>Professional Instructor rate</td>
<td>$320</td>
</tr>
<tr>
<td>CMS Director Rate</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 May 1)

$20 late registration fee will apply to all registrations received after January 13

GROUP LESSONS (UPON REQUEST) – 10 WEEKS
45-minute lessons

Group lessons (4 or more students) are offered only to students who are enrolled in private lessons at an additional cost of $75.00.

TENTATIVE CALENDAR FOR SPRING 2017

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Lesson #</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>January 30</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>February 6</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>February 13</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>February 20</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>March 6</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>March 13</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>March 20</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>March 27</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>April 3</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>April 10</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>April 24</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

OTHER HIGHLIGHTS
February 27- March 3 – Mardi Gras
April 14 – April 21 – Spring Break
May 8 – May 12 – Recital Week
**REGISTRATION AND TUITION POLICY**

**REGISTRATION OPTIONS**

- Use the “Spring 2017 online registration” link on our website (www.southeastern.edu/cms) 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: 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 13.**
   - $10 late fee will apply to tuition payments postmarked after March 13.
3) Recital fee (if performing at the recital) – **due by May1.**

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
Phone: 985-549-5502
Email: CMS@selu.edu
COMMUNITY MUSIC SCHOOL  
Spring 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 March 13.
$10 late fee will apply to tuition payments postmarked after March 13

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