PRIVATE INSTRUCTION – 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 January 15

RECITAL PERFORMANCE (OPTIONAL):
$10.00 (to be paid by April 30)

STRINGS ORCHESTRA (Violin, Viola, and Cello) – 5 WEEKS
Five, 60-minute classes

- Students who are enrolled in private lessons with CMS: $40.00
- Students who are only enrolled in orchestra (1 year of prior experience required): $125.00
PRIVATE LESSON SCHEDULE

<table>
<thead>
<tr>
<th>Week of</th>
<th>Lesson #</th>
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<tbody>
<tr>
<td>January 22</td>
<td>1</td>
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<td>January 29</td>
<td>2</td>
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<td>February 5</td>
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<td>February 19</td>
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<td>February 26</td>
<td>5</td>
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<td>March 5</td>
<td>6</td>
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<td>March 12</td>
<td>7</td>
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<td>March 19</td>
<td>8</td>
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<td>March 26</td>
<td>9</td>
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<td>April 9</td>
<td>10</td>
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<td>April 16</td>
<td>11</td>
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<td>April 23</td>
<td>12</td>
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<td>April 30</td>
<td>13</td>
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</table>

ORCHESTRA SCHEDULE

TBA

RECITALS

May 8 at 6 p.m.
May 9 at 6 p.m.
May 11 at 4:30 p.m.

HOLIDAYS

February 12 - 16 – Mardigras
March 30 - April 6 – Spring break (March 30 lessons to be made up)
**REGISTRATION OPTIONS**

- Use the “SPRING 2018 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 March 12.**  
3) Recital fee (if performing at the recital) – **due by April 30.**

$10 late fee will apply to tuition payments postmarked after March 12.

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 2018 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 9.
$10 late fee will apply to tuition payments postmarked after March 12

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: 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)

*** Office Use Only ***

Date Received _____________________ Lesson/Time _____________________
Misc. Discounts/Scholarships _______________ Total Tuition _______________
Payment __________________ Date __________ Check#/Cash _________ Balance________
Payment __________________ Date __________ Check#/Cash _________ Balance________