SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
FALL 2023

PRIVATE LESSONS

Full Semester Prices – Includes 13 weeks, one lesson per week.

<table>
<thead>
<tr>
<th>Instructor Level</th>
<th>30-minute lessons</th>
<th>45-minute lessons</th>
<th>60-minute lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>$280</td>
<td>$420</td>
<td>$560</td>
</tr>
<tr>
<td>Professional</td>
<td>$320</td>
<td>$480</td>
<td>$640</td>
</tr>
<tr>
<td>PhD, Director</td>
<td>$355</td>
<td>$532.50</td>
<td>$710</td>
</tr>
<tr>
<td>Faculty</td>
<td>$400</td>
<td>$600</td>
<td>$800</td>
</tr>
</tbody>
</table>

PRIVATE LESSON SCHEDULE

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Lesson #</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>1</td>
</tr>
<tr>
<td>September 4</td>
<td>2</td>
</tr>
<tr>
<td>September 11</td>
<td>3</td>
</tr>
<tr>
<td>September 18</td>
<td>4</td>
</tr>
<tr>
<td>September 25</td>
<td>5</td>
</tr>
<tr>
<td>October 2</td>
<td>6</td>
</tr>
<tr>
<td>October 9</td>
<td>7</td>
</tr>
<tr>
<td>October 16</td>
<td>8</td>
</tr>
<tr>
<td>October 23</td>
<td>9</td>
</tr>
<tr>
<td>October 30</td>
<td>10</td>
</tr>
<tr>
<td>November 6</td>
<td>11</td>
</tr>
<tr>
<td>November 13</td>
<td>12</td>
</tr>
<tr>
<td>November 20</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>November 27</td>
<td>13</td>
</tr>
</tbody>
</table>

HOLIDAYS

September 4th - Labor Day (make-up provided)
October 5 & 6 (make-up provided)
November 20 - 24 (no make-up)

RECITALS

December 4th, 5th and 6th at 6 p.m. in the Recital Hall (room 202A)
SOUTHEASTERN LOUISIANA UNIVERSITY  
COMMUNITY MUSIC SCHOOL  
FALL 2023  
REGISTRATION AND TUITION POLICY  

REGISTRATION OPTIONS  
- Use the “FALL 2023 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 October 13.  
   $10 late fee will apply to tuition payments postmarked after October 13.  
3) Recital fee (if performing at the recital) due November 27.  

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
### FALL 2023 REGISTRATION FORM
(One form per student)

<table>
<thead>
<tr>
<th>Student name</th>
<th>Parent name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Phone (home)</td>
</tr>
<tr>
<td>School</td>
<td>Phone (work)</td>
</tr>
<tr>
<td>Instrument</td>
<td>Phone (cell)</td>
</tr>
<tr>
<td>Instrument</td>
<td>Email address</td>
</tr>
<tr>
<td>Address</td>
<td>City Zip</td>
</tr>
</tbody>
</table>

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 13**.

$10 late fee will apply to tuition payments postmarked after October 13

**Recital performance (optional)** $10 (to be paid by November 27)

**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)?

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**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)

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*** Office Use Only ***

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Lesson/Time</th>
<th>Total Tuition</th>
<th>Payment Date Check# Cash Balance</th>
<th>Payment Date Check# Cash Balance</th>
</tr>
</thead>
</table>