

**SOUTHEASTERN LOUISIANA UNIVERSITY  
COMMUNITY MUSIC SCHOOL  
FALL 2025**

**PRIVATE LESSONS**

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

<b>Instructor Level</b>	<b>30-minute lessons</b>	<b>45-minute lessons</b>	<b>60-minute lessons</b>
Student	\$310	\$465	\$620
Professional	\$350	\$525	\$700
PhD	\$385	\$577.50	\$770
SELU Faculty CMS Director	\$430	\$645	\$860

**PRIVATE LESSON SCHEDULE**

<b>Week of:</b>	<b>Lesson #</b>
September 1	1 Labor Day- make up
September 8	2
September 15	3
September 22	4
September 29	5
October 6	6 Fall Break-make up
October 13	7
October 20	8
October 27	9
November 3	10
November 10	11
November 17	12
November 24	Thanksgiving Break No make up
December 1	13

**HOLIDAYS**

September 1<sup>st</sup> - Labor Day (make-up provided)  
October 9<sup>th</sup> & 10<sup>th</sup> (make-up provided)  
November 24<sup>th</sup> - 28<sup>th</sup> (no make-up)

**RECITALS**

December 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> at 6 p.m. in the Recital Hall (room 202A)

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**REGISTRATION AND TUITION POLICY**

**REGISTRATION OPTIONS**

- Use the "FALL 2025 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 Performing 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 12.**  
***\$10 late fee will apply to tuition payments postmarked after October 13.***
- 3) Recital fee (if performing at the recital) due December 1.

Payments must be done online via this link:

<https://southeastern.nbsstore.net/community-music-school>

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:	<a href="mailto:CMS@selu.edu">CMS@selu.edu</a>
CMS Director	Jivka Duke

Mail List \_\_\_\_\_ Roster \_\_\_\_\_

**COMMUNITY MUSIC SCHOOL**  
**FALL 2025 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**    **LLC Walker**

**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 12.**

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

**Recital performance (optional)**      **\$10 (to be paid by December 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 _____