

Midwest Conservatory of Music

Enrollment and Policies

Rev. April 2016

Welcome to the Midwest Conservatory of Music. Please read carefully the following policies and keep this sheet in a safe place for your information.

Class Schedule: Classes are scheduled in 4 quarters a year: Fall Quarter (Sep-Nov), Winter Quarter (Dec-Feb), Spring Quarter (Mar-May) and Summer Quarter (Jun-Aug).

Individual Instruction: Weekly individual instruction is available in 30, 45 and 60-minute lessons.

Tuition: Tuition rates for Piano (Ms. Tanaka), Violin, Viola, Guitar, Oboe, Clarinet are: \$26/30min, \$39/45min, \$52/60min. Tuition rates for Cello are \$27/30min, \$41/45min, \$54/60min. Tuition rates for Piano (Ms. Park) and Flute are \$30/30min, \$45/45min, \$60/60min. Trial lesson fees are same as the tuition rates. Fees are subject to change.

Payment: Tuition is billed by quarter. Payment is due during the first week of the quarter. Tuition may be paid either in one installment or in two equal installments (the second payment is due 10/15 for Fall, 1/15 for Winter, 4/15 for Spring and 7/15 for Summer). A finance charge of 1.5% per month (18% APR) will be assessed on unpaid balances more than 30 days past due. Students may be dropped from the schedule for nonpayment. Payments can be made by check, money order or cash. Checks should be made payable to "Midwest Conservatory, Inc". Checks returned for insufficient funds are subject to a \$25 penalty fee applied to the student's account.

Attendance: For private instructions, students are allowed one make-up lesson per quarter due to serious illness in the family or an injury affecting the student's ability to perform. No credits and make-ups are given for unexcused absences. Special circumstances will be reviewed case by case by the instructor and the Conservatory. Notification of inability to attend a private lesson does not excuse payment for the lesson. If you must cancel a lesson, you should call the teacher at least 24 hours in advance. If an instructor has to cancel the lesson, a make-up will be offered. If the instructor cannot offer a make-up, the student will not be charged for the lesson. Make-up lessons cancelled by the student will not be offered again. No lessons are given on the following holidays: New Year's Day (1/01), Easter, Spring Break (late March), Memorial Day, Independence Day (7/04), Labor Day, Thanksgiving (Thu-Sun), Christmas (12/24-12/31). Tuition will not be charged for these holidays.

Performance Activities: Students will perform several times throughout the year. Performance includes student recitals, workshops, studio classes, ensemble groups and student competitions. These additional activities will generally incur some nominal fees to cover expenses relating to the activities.

Withdrawal and Refund: All requests for withdrawal must be made by in writing to the Conservatory and be approved before any refund can be granted. Verbal requests from students, parents or instructors will not be accepted. There will be a \$35 charge for lessons cancelled in the first 3 weeks of the quarter. 50% of the tuition remaining will be returned for lessons cancelled from the 4th week to the 6th week of the quarter, and no refund given should the cancellation occur after the 7th week of the quarter. Special consideration will be given for out-of-state moving or serious illness in the family and such.

Discounts: Senior citizens (age 60 and over) receive a 10% tuition discount.

During Summer and Winter Breaks: If you intend to be out of town during the summer and/or winter breaks, you must notify the teacher in writing at least two weeks prior to your leaving. Please include in this notice with the date that you are leaving as well as the date that you intend to return.

Student Photographs: Occasionally, photographs of students are used in the Conservatory's publications and other media. Enrollment in the Conservatory accepts the use of the student's photograph in these materials unless otherwise stated.

The Midwest Conservatory of Music admits students of any race, color, national or ethnic origin to all the rights, programs and activities generally accorded at the Conservatory. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of the education policies, admission policies, or school administered programs.