

COLLEGE OF MOUNT SAINT VINCENT

 conservatory

# INFORMATION, POLICIES, TUITION & FEES

## 2022-2023

The College of Mount Saint Vincent Conservatory welcomes students of all ages, abilities, races, nationalities, and ethnic origins.

## ENROLLMENT

### TIMETABLE

The CMSV Conservatory operates year-round and students are welcome to enroll at any point in the year. Registration for the full 32-lesson academic year begins in late Spring. Registration for new students will be accepted throughout the year on a space-available basis; private lesson and class tuition will be prorated accordingly.

All students are encouraged to continue lessons through the summer by registering for as many or as few lessons as desired.

### PRIVATE LESSON PLACEMENT

In order to provide the best possible experience for every individual, first-time students interview with the Conservatory Director prior to registration for teacher recommendation and scheduling.

### REGISTRATION

Students register by completing the registration form and submitting it to the Conservatory office via email, in person, or by mail.

## POLICIES

### WITHDRAWAL & REFUNDS

Tuition is fully refundable if a student withdraws before the first lesson.

The student (or parent/guardian) is financially responsible for all lessons and classes for which they have registered. Students who enroll in lessons and classes designated as "year-long" are registered for the entire 32-week (or prorated) period and are responsible for the financial commitment. Likewise, students who enroll for 8- or 16-week classes and/or 4- or 2-week camps are registered for the entire time period and are responsible for the financial commitment.

In the case of prolonged illness (accompanied by a doctor's letter) or change of residency, refunds are prorated as stated below.

All withdrawal requests after the first lesson must be made in writing to the Conservatory Director for review by the Conservatory Board. Please understand that verbal requests from students, parents, or faculty cannot be accepted.

Postmarked prior to 1st scheduled class/lesson	100% of tuition
Postmarked prior to 4th scheduled class/lesson	75% of tuition
Postmarked prior to 8th scheduled class/lesson	50% of tuition
Postmarked prior to the 16th scheduled class/lesson	No refund

### ATTENDANCE

Students' lesson times are arranged prior to the first lesson and remain consistent throughout the lesson year unless a change is made through the Conservatory office.

**Student cancellations:** Two lessons per semester can be rescheduled due to illness or other circumstances. We ask that the Conservatory be notified of cancellations as far in advance as possible, but must be notified no later than 8 am the day of a lesson when due to illness or extraordinary circumstances. Instructors are not required to make up missed lessons in the case of late notification.

**Instructor absence:** Students will receive personal notification from the teacher or Conservatory office and the lesson will be rescheduled.

Group classes cannot be made up due to student absence.

### REMOTE LESSONS

Under certain circumstances, it may be prudent for particular lesson meetings to be conducted remotely. This may be done upon mutual agreement between the instructor and student. Remote lessons will take place at the usual meeting time.

### CHANGE OF INSTRUCTOR

The CMSV Conservatory's method of assigning a private instructor is designed to make the best possible match before studies begin. However, if a change is desired, a student (or parent/guardian) must contact the Conservatory Director to facilitate faculty changes.

### SCHOOL CLOSINGS

In the event of inclement weather, the CMSV Conservatory will send an email notification and will post on our website the school closing information. Affected lessons may be conducted remotely or will be rescheduled.

### COMMUNICATION

Phone and email are the primary and preferred modes of communication between instructor and student. Please reserve texting for brief, time-sensitive notifications.

### CONDUCT

Students are expected to treat the facilities respectfully. Parents, guardians, and caregivers are responsible for supervising the safety of their children at all times while they are on the College of Mount Saint Vincent premises. All pick-up and drop-offs are required to be made in parking zones only.

### PHOTOS & VIDEO

Conservatory students (or their parents/guardians, if student is under 18) grant permission to the CMSV Conservatory and the College of Mount Saint Vincent to use photographs and/or video of students in publications, news releases, online, and in other communications related to the mission of the CMSV Conservatory and the College of Mount Saint Vincent. If you wish to opt out of this practice, please communicate your request in writing to the Conservatory Director.

# TUITION & FEES

## PRIVATE INSTRUCTION

(32-lesson academic year-long enrollment required)

### ALL AGES

	per semester	per year
20-minute lesson (age 5 and under)	\$ 534	\$ 1,067
30-minute lesson	\$ 800	\$ 1,600
45-minute lesson	\$ 1,200	\$ 2,400
60-minute lesson	\$ 1,600	\$ 3,200

### ADULTS 62 AND OLDER (20% DISCOUNT)

30-minute lesson	\$ 640	\$ 1,280
45-minute lesson	\$ 960	\$ 1,920
60-minute lesson	\$ 1,280	\$ 2,560

### 8-LESSON FLEX PACKAGE FOR BUSY ADULTS

(20% off weekday lessons completed by 3:30 pm)

	8 lessons	20% off
30-minute lesson	\$ 400	\$ 320
45-minute lesson	\$ 600	\$ 596
60-minute lesson	\$ 800	\$ 792

## CHAMBER MUSIC

	per semester	per year
Eight 45-minute coachings	\$ 425	\$ 850

## SUMMER LESSONS

Summer scheduling is flexible—schedule as many or as few lessons as you'd like

per 30-minute lesson	\$	50
per 45-minute lesson	\$	75
per 60-minute lesson	\$	100

## RECORDINGS

(2-hour sessions)

	w/o pianist	w/ pianist
Audio Only	\$ 620	\$ 775
Video + Audio	\$ 1,135	\$ 1,450

## TUITION & FEE POLICIES

The student (or parent/guardian) is financially responsible for all classes and lessons. Students enrolled in private lessons and year-long classes are registered for the entire academic year and will be billed automatically.

### PAYMENTS

Tuition for year-long lessons and classes is divided into two equal payments. Tuition payment is due by August 31 for the first semester, and by January 31 for the second semester.

For 8-, 15-, and 16-week sessions, tuition is due in full before the first class. For any registration after these dates, payment is due in full at the time of registration.

### PAYMENT PLANS

Payment plans are available for all students and must be arranged with the Conservatory office. Students enrolling in a payment plan must have a valid credit card on file, which will be charged on the scheduled date. Failure to adhere to the payment plan will result in suspension of lessons or classes.

### REGISTRATION FEE

A non-refundable \$50 registration fee will be applied annually at the start of each academic year.

### PAYMENT POLICY

Lessons and classes for students with outstanding balances will be suspended until the account is paid in full.

The Conservatory reserves the right to cancel group classes due to insufficient enrollment. Tuition will be fully refunded.

### DISCOUNTS

- Adults (62 and older) receive a 20% tuition discount for private instruction. The senior discount is not applicable to group classes.
- Students enrolled in private instruction receive a 15% discount for each additional class.
- Families with three or more children enrolled receive a 15% discount for the third child's tuition.

### CREDIT CARD CHARGES

The CMSV Conservatory offers payment by credit card (Amex, Visa, Mastercard and Discover) and can be made directly to the Conservatory Director. A 2.75% convenience fee will be applied to credit card payments.

### RETURN CHECK FEE

There is a \$25 fee for returned checks.