

MOUNT SAINT VINCENT

**conservatory**

INFORMATION,  
POLICIES,  
TUITION & FEES

2024-2025

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

## ENROLLMENT

### TIMETABLE

The UMSV Conservatory operates year-round and students are welcome to enroll at any point in the year.

The 32-lesson academic year runs from September through May/June with registration opening in late Spring. Registration for new students will be accepted throughout the year on a space-available basis; tuition will be prorated based on the week of the academic year the lessons begin.

Summer lessons may begin immediately following the last lesson of the academic year. As many or as few lessons as desired may be scheduled. All students are encouraged to continue lessons through the summer.

### 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.

**Excused absences:** 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. Absences with less or no notice are considered unexcused.

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

**Make-up Lessons:** For excused absences, students are entitled to two make-up lessons with a full-year enrollment and one for 16 lessons or fewer. Make-ups are not issued for more than the allotted number of excused absences or for unexcused absences. Excused absences during Summer session are subject to instructor availability. 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 UMSV 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 UMSV 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 University 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 UMSV Conservatory and the University 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 UMSV Conservatory and the University 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)

### ACADEMIC YEAR LESSONS

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

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

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

### 8-LESSON FLEX PACKAGE FOR BUSY ADULTS

30-minute lesson	\$ 400
45-minute lesson	\$ 600
60-minute lesson	\$ 800

## 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

- **Payment by check:** Checks should be made out to University of Mount Saint Vincent
- **Payment by card:** Payments via Amex, Visa, Mastercard, and Discover can be made with the Conservatory Director. A 2.75% convenience fee will be applied to credit card payments.
- **Payment plans:** Payment plans may be arranged with the Conservatory office, and are accepted through installments on credit card. 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.

Payment of full tuition or first installment is due prior to first lesson.

### 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

- **62 and Older discount:** adults 62 and older receive a 20% tuition discount for private instruction. The senior discount is not applicable to group classes.
- **Multi-instrument discount:** students enrolled in private instruction receive a 15% discount for each additional discipline.
- **Family discount:** families with three or more members enrolled receive a 15% discount for the third member's tuition.

### RETURN CHECK FEE

There is a \$25 fee for returned checks.