



POLICIES & PROCEDURES

2018-2019

Student Placement:

It is advisable that students discuss their lesson interests with the Registrar prior to enrollment. We make every effort to ensure an excellent placement between students and our professional faculty. Placements and lesson times are determined by a combination of factors including:

- The student's interest in a particular instrument or genre
- The student's age, personality and learning style
- A faculty member's availability and the student's ability to attend lessons during a particular day and time

Private Lessons, Individual Instruction – There is a total of 36 lessons in a full school year, except Mondays which have a total of 35 lessons.

Group Classes and Ensembles – There is a total of 34 classes in a full school year.

Pro-rated lessons: Students are able to enroll in private lessons on any day at any time that is available for the faculty member after the school year begins. The lessons will be prorated to accommodate the start date and what available lessons are remaining in the school year.

Pro-rated Classes: Speak with the Registrar about pro-rating class tuition. Many classes have cut off dates for student enrollment and most do not allow new students after a certain amount of time has passed during that semester.

How to Register:

1. **Fill out and sign the Registration Form.** Please note that if emailing your registration form, typing your name at the bottom and sending the registration form from your email address qualifies the typed signature as a digital signature and obligates the student and/or parent/guardian to abide by CMSS policies and procedures. All submitted registration forms must be signed.
2. **Speak with our Registrar, Christiana Racicot, to determine placement of the student.**
Contact information: Phone: 413-732-8428 Fax: 413-788-7270
Website: www.communitymusicschool.com Email: info@communitymusicschool.com
3. **Arrange payment plan with Registrar.** See below for tuition information.

Tuition Information:

Annual Yearly Registration Fee:

New Students/Families: \$50 individual, additional \$10 for each additional family member*

Returning Students/Families: \$40 individual, \$10 for each additional family member*

registration fees apply to family members who live at the same address

Private lessons prices:

Length/cost per Lesson	Monthly Payment	Bi-annual payment	Full year payment
30 minutes/\$36	\$144 deposit/Monthly bills between \$120-\$135	Bi-annual 5% discount-\$615.60 (two payments)	Full year payment 5% discount-\$1,231.20
45 minutes/\$47	\$188 deposit /Monthly bills between \$150-\$168	Bi-annual 5% discount-\$803.70 (two payments)	Full year payment 5% discount-\$1,607.40
60 minutes/\$62	\$248 deposit /Monthly bills between \$210-\$225	Bi-annual 5% discount-\$1,060.20 (two payments)	Full year payment 5% discount-\$2,120.40

Group Classes:

Visit the CMSS website, www.communitymusicschool.com, for our class prices and information.

Payment Options:

Students have the choice of the following three payment options for both private lessons and group classes

- 1. Paid in Full 5% Discount:** You may either pay for the year in full OR make two payments (If choosing the bi-annual payment option the first payment is due at the time of registration and the second payment is due January 16, 2019). Students who choose this option will receive a 5% discount on entire year's tuition (not applicable towards group classes).
- 2. Auto Pay:** If choosing this option, we will ask you to fill out an authorization form giving us authority to charge your credit card each month. You will continue to receive a monthly bill via email for your records and the credit card on file will be charged on the 16th of the month.
- 3. Monthly Billing:** If this option is chosen, students must pay the registration fee and a lesson or class deposit at the time of registration. The remaining tuition will be divided into equal monthly payments which will be due once a month on the **16th** of each month from **September through May**. The bills will be sent to the student on the first of every month (i.e. Bills sent 9/1 will be due on 9/16 or bills sent 5/1 will be due on 5/16).

PLEASE NOTE:

In the effort of "going green" CMSS will continue to email your monthly bills. If you do not have the ability to receive emails, we will be able to make other accommodations at the time of registration.

The school policy requires payments to be made by the 16th of the month regardless of whether or not a bill is received. CMSS accepts payments in the form of checks, money orders, Visa, Discover or MasterCard. **Please note that no cash payments or AMEX will be accepted.**

ADDITIONAL POLICIES YOU SHOULD KNOW:

STUDENT ABSENCES

Call CMSS at 413-732-8428 or your instructor directly to provide advance notification of a student absence. Advance notification of an absence is a courtesy to your instructor, but it does not exempt the student from payment as contracted. Instructors are not required to give make-ups for student absences. In cases of serious illness or injury, please contact the Registrar. Refunds will not be issued for student absences.

TARDINESS

If a student arrives more than 10 minutes late to their lesson, he/she may not receive a lesson. This is up to the discretion of the instructor. If you are running late and have access to a cellular phone, please notify the front desk at 413-732-8428 or your instructor directly. Faculty tardiness will be made up at a mutually convenient time.

FACULTY ABSENCES AND WEATHER CANCELLATIONS

An instructor absence or a school cancellation due to inclement weather requires that the class/lesson be made up at a mutually convenient time during the school year, on make-up days, or at the end of the year into the summer.

MAKE-UP DAYS/ MAKE UP LESSONS

Make-up days are days, scheduled into the CMSS school calendar which are used to make up lessons that have been missed during regularly scheduled lesson days. You will see these days listed on the school calendar as "Make-up Lessons, Pre-arranged only". Make-up days are scattered throughout the school year. On a make-up day the school is open but the student(s) do not have regularly scheduled lessons or classes. These days give opportunities for students and faculty to make up missed lessons that have occurred over the course of the school year. CMSS faculty will make every effort to give students make-up lessons for faculty cancellations or if the school has to close or cancel lessons due to inclement weather, power outage, etc. However, student cancellations will not automatically be made up and faculty members are not obligated to make up student absences or cancellations (see, Student Absences). Students are not charged for make-up lessons; these days are not included in the pre-arranged tuition or lesson schedule. They act as a means to give additional time to make up missed lessons. To schedule a make-up lesson please contact the faculty member directly to schedule the make-up day and time.

WITHDRAWAL AND REFUNDS

Registration fees are non-refundable. Tuition refunds will be considered on a case by case basis, and **notice of withdrawal must be submitted in writing to the Registrar.** Under special circumstances and with instructor permission, withdrawal may be approved with a two week notice prior to final lesson. **Verbal notice or requests from students, parents, or faculty are NOT accepted. If the Registrar is not made aware of the withdrawal in writing, you will continue to be charged without eligibility for a refund.**

CHANGING INSTRUCTORS

A student or parent/guardian should notify the Registrar in a timely manner if instructional problems arise. Every effort will be made to respond to individual needs. Instructor changes are made in consultation with and approved by the Executive Director and Faculty Chair. You must contact the Registrar rather than approaching another faculty member directly to arrange for a change of instructor.

OVERDUE ACCOUNTS

Students whose accounts are not current may be suspended from lessons and are nonetheless still responsible for all contracted payments. Bills are emailed as a courtesy, but payments are due on the **16th** of each month regardless of whether or not a physical bill is received. A \$10 late fee may be applied to payments that are not received or postmarked by the 16th of each month. If a student is dropped for non-payment, resuming classes/lessons will require approval from the Registrar and instructor, as well as an additional 8 week advance payment.

FINANCIAL AID AND SCHOLARSHIP

CMSS offers financial assistance to students in grades K-12 who are 18 and under. Students who are interested in applying should speak to the Registrar. Financial Aid is offered once per year at the beginning of the school year in September. Occasionally CMSS holds a second round of Financial Aid during the school year.

If a Financial Aid or Scholarship student accumulates two or more unexcused absences or is delinquent in payment, the Financial Aid or Scholarship may be discontinued.

INCLEMENT WEATHER NOTIFICATION

In the event of inclement weather, CMSS may cancel lessons and classes. Because road conditions change during the day, please do not make the assumption that CMSS will be closed based on the morning closing of area public schools. At the same time, if road conditions worsen during the day, please check with the media outlets below before heading out. Closings will be announced on CMSS's website at www.communitymusicsschool.com and on the school's answering machine at 413-732-8428. We also post our cancellations on the www.wwlp.com website on their cancellation page.

RELIGIOUS HOLIDAYS

With at least one week's notice to the teacher and the Registrar, two regularly scheduled individual lessons per year that are missed due to a religious holiday will be rescheduled as a make-up. We regret that classes and ensembles cannot be made up and no tuition credit will be given.

PARKING

Parking is available for CMSS students and visitors in the CMSS parking lot located on Stockbridge Street. All vehicles parked in the CMSS lot must have a CMSS sticker affixed to the back driver's side window. Two parking stickers for two different vehicles are allowed per family. Additional stickers are available for \$5.00. Please see the Receptionist to obtain a parking sticker.

PERFORMANCE OPPORTUNITIES

There are several opportunities for all students throughout the year. Performance is optional. Student recitals and community based events will take place throughout the year. Students should let their instructors know if they are interested in participating in community events.

MEDIA RELEASE

Unless notified on the registration form, all registered students give consent for CMSS to photograph, audio or videotape, and publish royalty-free in its promotions, footage of classes, lessons, and other activities without advance notice or remuneration. This consent also authorizes releases from any expectation of confidentiality for minor children of a parent or legal guardian.

RESPECTING THE BUILDING

Robyn Newhouse Hall: No food or drink

Waiting areas: Parents, family members and friends may wait for students on the main floor reception area, in the basement, 2nd or 4th floor designated waiting areas.

Practice Rooms: Use of a practice room is not guaranteed without prior scheduling, but if space is available, CMSS students are welcome to reserve a practice room. Please call the reception desk at 413-732-8428 to reserve a room in advance. Students need to check in at the reception desk upon arrival at CMSS.

Thank you for being part of the CMSS family. We look forward to an inspiring year together!