Music Conservatory registration

Use a separate registration for each student in a family, and a separate form for each instrument and/or voice instructor. Fill out all the fields as completely as possible, including all contact information, instrument, scheduling considerations, and any other information you’d like us to know, such as siblings with whom you would like to coordinate lessons, times of other activities with which you’d like to avoid conflicts, etc. Complete, sign, and date the form, then return it to the Music Conservatory.

New students may register at any time during the school year. However, many teachers’ schedules fill up early in the school year. Late enrollment will depend upon teacher availability. Should a teacher have an available time slot, the Director and teacher will determine how many lessons the student will be able to receive until the end of the school year and the lesson fee will be pro-rated accordingly.

Lesson policies

The 2019-20 registration form applies to the full school year. The fall payment is due with the registration form. Students do not need to re-register for the spring semester. Parents will be billed in November for the spring payment unless they have notified the Music Conservatory that the student wishes to quit private lessons for the spring semester. Lesson days and times will remain intact for the full school year unless the student, parent, and teacher arrange a change.

Most students should be able to attend 30-32 lessons out of the 36-week school year, beginning the week of Tuesday, September 3. This number is determined by counting the weeks in the school year: omitting school holidays and field trips.

If the student or teacher is ill, a lesson will be rescheduled. Unexcused absences “no-shows” will not be made up and the missed session will count for one of the lessons. Students may swap lesson times in a given week when conflicts are anticipated and unavoidable.

Each student receives one excused absence per year due to a reason other than illness of the student or absence of the teacher (including but not limited to family trips, vacations, athletic, or other events). In this case, it is the student and parent’s responsibility to inform the teacher at least 7 days in advance for the absence to be excused and the lesson rescheduled. The Music Conservatory Director may grant exceptions to this policy in certain cases.

The Music Conservatory faculty and staff will make an effort to stay informed of special school schedule days due to early dismissal, field trips, assemblies or other school activities. However, parents must notify the music teacher in advance if a field trip or special school schedule will interfere with the student’s ability to attend a regular lesson time.
Selecting Music Conservatory lesson length
Students in Grade 1 or younger should take 30-minute lessons in nearly all cases. Beginning students in grades 2 and above should apply for 40-minute lessons. Intermediate and advanced students should select 60-minute lessons. Teachers may require a certain lesson length based upon a student’s playing level.

Lesson payment and scheduling
Payments will be made twice a year. The first payment is due with the registration form. Parents will be billed for the second payment in December. As the experience of lessons is cumulative, it is our aim to make the private-lesson experience as regular as possible given the constraints of the school calendar and schedule. Early responses will receive priority for scheduling.

Registration commitment and refund policy
By submitting the 2019-20 registration form you are indicating a commitment to lessons for the full 2018-2019 academic year. Should a student decide before September 4, 2018 not to take lessons, the entire Fall Lesson Fee is refundable before the first lesson. For returning Conservatory students, the remainder of the Fall Lesson Fee is refundable with notification before October 1, 2018. The remainder of the Spring Lesson Fee is refundable with notification before January 30, 2019. Refunds will not be given if the teacher is notified after October 1 in the fall semester and after January 30 in the spring semester.

Please note: If a student decides to terminate lessons, two weeks’ notice must be given to the teacher and the parent must complete a Lesson Termination Form available in the Conservatory Office. In order to qualify for a refund after lessons have begun, the parent must notify the teacher and complete a Lesson Termination Form before October 1 in the fall and before January 30 in the spring. A refund will be given for the remainder of the payment, less two lessons. Once the parent notifies the teacher that the student will be dropping lessons, the parent will be accountable for two more lessons, regardless of whether the student attends those lessons.

New Conservatory students are offered a three-lesson trial period, after which they will be given the options of 1) continuing lessons, 2) switching to a different teacher if one is available for the instrument and if a suitable time can be found within a new teacher’s schedule, or 3) discontinuing lessons with a refund of the remainder of the payment.

Lesson preparation and sheet music
Students are expected to arrive on time for lessons with all necessary materials. The teacher may order sheet music and lesson books for the student, and the parent will be billed accordingly. All students need to own or rent an instrument (the Conservatory has string instruments available for rent; please inquire.) Electric keyboards are not acceptable for piano students. Students are expected to complete all assignments and fulfill the expectations for practice outlined by their private teacher. Consistent failure to fulfill these obligations may result in the dismissal of a student from the music program at the discretion of the Music Conservatory Director.