



2017-18 STUDENT AND HOUSEHOLD POLICIES

TIMELINESS

Students are expected to be on time for lessons and classes. Any student arriving more than ten minutes late will be considered absent and charged for the lesson.

ATTENDANCE

Students are expected to consistently attend all lessons and classes. If a student must miss a lesson or class due to illness or emergency, the instructor or Front Office must be notified immediately. Adult students and household heads are financially responsible for ALL scheduled lessons/classes for the year, regardless of absence and/or cancellation. One make-up lesson per semester may be granted in the event of illness or family emergency, provided that CMCB is notified in advance. Make-up lessons will be scheduled at the end of each semester during make-up week.

ACCOUNT

Students and households may choose from four payment options: payment in full, payment in two installments, payment in four installments, or monthly payment. Those preferring monthly payment must speak with the Registrar or Assistant Registrar about our direct debit program. Tuition payments must be made on time to avoid suspension of lessons and/or classes.

TERMINATION

Student and household heads must notify the Registrar of any decision to discontinue lessons/classes, and are financially responsible for all lessons/classes up until the date of office notification.

REFUNDS

Refunds will not be issued for registration fees or the first four lessons/classes. If you wish to cancel after the first four lessons/classes, tuition will be pro-rated to the date of cancellation.

CONDUCT

Our space is shared by our CMCB community, and everyone's care of the premises is important. Destruction of CMCB property will not be tolerated and will result in immediate dismissal. Misbehavior, including unruly behavior, use of profane language, or disruption of CMCB activities will result in immediate dismissal. No food or beverages are allowed in the studios. Smoking on CMCB premises is strictly prohibited. Cell phones and electronic devices must be silent or turned off when you are in Allen Hall.

CHILDREN

Young children must be accompanied at all times by an adult. CMCB does not assume responsibility for unattended children.

WAITING AREA

All students and families are welcome to use the library and front lobby while awaiting lessons and classes. CMCB does not assume responsibility for any unattended belongings.