



# 2019-2020 REGISTRATION FORM

## PRICING

**REGISTRATION FEE** This fee is non-refundable and due at the time of registration.

Per person	\$40.00
Per family (two or more)	\$50.00

*Tuition and fees are payable by cash, check, money order, or credit card (all accepted).*

## INDIVIDUAL LESSONS

Length	Deposit Amount	Cost Per Semester*	Cost Per Academic Year*
30 minutes	\$223.00 + Registration Fee	\$975.00	\$1,950.00
45 minutes	\$323.00 + Registration Fee	\$1,415.00	\$2,830.00
60 minutes	\$429.00 + Registration Fee	\$1,875.00	\$3,750.00

Deposits in the amount of four lessons/student + registration fee are required with all individual lesson registration.

\* Lessons costs are based on a 35-week teaching schedule. Depending on which day of the week your lessons are scheduled, the cost will be prorated accordingly.

### Discounts for Individual Lessons

Full Payment (Valid Sept.-Dec.)	2 installments (Valid Sept.-Dec.)	Family (2 or more persons)	Adult (55 and older)	College Student
5%	4%	10%	20%	20%

Discounts apply to individual instruction ONLY. Reduced Tuition Recipients are NOT eligible for discounts.

## CLASSES/ENSEMBLES (classes will be pro-rated based on start date)

### Annual Rate

Chamber Orchestra, CMCB Youth Chorus, Pop/Rock Bands, Jazz Ensembles, Piano Seminar, String Ensembles, Una Voce (Adult Choir), Wind Ensemble	\$600
Music Theory	\$600

<b>Class/Ensemble Discounts</b>	<i>If also registered for individual lessons:</i>	20%
<b>Vocal Ensembles</b>	<i>Youth Chorus Tuition if registered for individual lessons:</i>	80%
	<i>Una Voce Tuition if registered for individual lessons:</i>	100%

## CLASS SELECTION

Keep Current Lesson/Class Day and Time (Pre-Registration ONLY)

1.	2.	3.
NAME	NAME	NAME
INSTRUMENT	INSTRUMENT	INSTRUMENT
TEACHER	TEACHER	TEACHER
ENSEMBLE/CLASS	ENSEMBLE/CLASS	ENSEMBLE/CLASS
DAY TIME	DAY TIME	DAY TIME

Change Request (Pre-registration ONLY) Please Describe: \_\_\_\_\_

## PAYMENT OPTIONS I am Applying for Reduced Tuition

Choose a payment plan:  Full Payment (5% discount)  2 Installments (4% discount)  Monthly Plan (4 Installments)

*Direct Debit is available for all payment plans. Outstanding account balances must be paid in full at the time of pre-registration.*

Please make checks payable to: Community Music Center of Boston, or pay by credit card:

NAME (please print name as it appears on credit card) \_\_\_\_\_ CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

Give an additional gift to support scholarships, School Outreach, Music Therapy and other community-based programs.

\$25  \$50  \$100  \$250 Other \$ \_\_\_\_\_ Total Payment Amount: \$ \_\_\_\_\_



# STUDENT AND HOUSEHOLD POLICIES

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## Timeliness & 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. School cancellations will be posted on our website, or you may call CMCB to check on the class status.

For Private Lessons: One make-up lesson per semester may be granted to private students for missed lessons due to illness, family emergency, and school cancellations. Make-up lessons will be scheduled at the end of each semester during make-up week.

Early Childhood Classes: In the event that a class is canceled due to weather, teacher illness, or emergency school closing, we will make an effort to reschedule the class during make-up week at the end of the semester. If we are unable to do so, the class will not be refunded or rescheduled. The Early Childhood program does not make up student absences.

## 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 can also 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.

## Make-ups & 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. If private instructor is absent the lesson will either be made up at a mutually agreed upon day and time with the instructor or student account will be credited.

## Inclement Weather and Snow Closings

Announcement and school closures will be posted on our website and social media.

## Conduct, Children and Waiting Areas

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.

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

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.

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## EARLY CHILDHOOD

### Enrollment

Students must be the minimum age required (4 or 5, depending) by the first class date of the session in order to enroll in Beginning Instrument classes. Little Notes, Music & Movement, and Instrument Exploration students must be turning the minimum age within the first four classes of the session in order to enroll. Please refer to specific age requirements by instrument on our Class Offerings page.

### Waiting Lists

When a class is filled, families will be called and given the option of being placed on a waiting list. If a spot opens, the family at the top of the list will have an opportunity to join the class. If there is a high demand for a class, a new class may be added.

### Low Enrollment

A decision to cancel a class due to low enrollment is made three working days before a class begins. In some cases we will run a class with low enrollment. If a class is cancelled, families will be given the choice of enrolling in another class or receiving a full refund.

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## FINANCIAL ASSISTANCE

Financial aid may be available in some circumstances. You may obtain an Application for Financial Aid from the front office. Students receiving financial aid are not eligible for other discounts.

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## TEACHING HOURS

Teaching hours September–June are as follows:

Monday: 2–7 pm  
Tuesday–Thursday: 2–9 pm  
Friday: 2–7 pm  
Saturday: 9 am–5 pm

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