

REGISTRATION 2009 - 2010



The Concord Conservatory of Music

P.O. Box 1258, Concord, MA 01742 (978)369-0010 ConcordConservatory.org

REGISTRATION

Returning students are expected to re-enroll for the Fall semester. Registration from Fall to Spring for private lesson students and their Repertoire class is automatic, unless otherwise indicated by the student. Group Class students must re-enroll each semester.

Please complete the form on the reverse side; missing information may delay registration. Consider your registration complete after your payment is processed at CCM. You will not be sent a confirmation and you should come to your first class or lesson at the time indicated by your private instructor, or by the Group Class Schedule.

2009-2010 SCHOOL CALENDAR

The fall and spring semesters consist of 16 private lessons each. For a complete listing of dates, holidays and policies, please Refer to CCM's 2009-10 Catalog or web site.

PRIVATE LESSONS

Prorated refunds for private lessons may be requested only within the first three weeks of a student's lessons. 75% of the unused tuition is refunded if notice is given before the fourth lesson of the term. The 25% deposit, equivalent to 4 lessons is non-refundable.

CLASSES & ENSEMBLES

- There are no refunds for classes or ensembles since fees are based on a minimum enrollment. Group class tuition cannot be prorated.
- If class is cancelled due to insufficient enrollment, full tuition and registration fee (if applicable) will be refunded.
- In extreme cases involving serious illness, death, or relocation, arrangements for credit or refund can be made at the discretion of the school director.

STUDENT ABSENCES

- Private lesson students are charged for all lessons or classes for which they register, including those missed through student absence. As a courtesy, students are expected to notify their teachers directly of any impending absence from lessons. Make-ups are only given if written notice is received two weeks prior to the planned absence, and only for religious holidays, or school vacation that does not coincide with the CCM vacation schedule. Some instructors offer make-up lessons under certain circumstances, but they are not obligated to do so.
- Make-up for private lessons are given at the end of each term.
- Student absence from group/ensemble instruction will not be made up.
- All lessons, classes, and workshops missed because of instructor absence or school closing will be made up.

WITHDRAWALS/REFUNDS

Any requests to withdraw from classes or lessons must be made in writing to CCM. Verbal requests will not be honored. You may withdraw from a group class up to 7 business days prior to the start date. A withdrawal fee of \$15 will be applied.

PAYMENT DUE AT REGISTRATION

- Private lesson deposit (if before 9/1) Returning students due by 7/1
- Group / Repertoire / Ensemble class paid in full
- Annual registration fee
- Payment plan fee
- Private lesson balance due Sept 1st

FEES & PAYMENT

1. Group class, Ensemble, and Workshop tuition must be paid in full. Private lesson tuition may be paid in full, or use the payment plan.
2. In either case, for returning private lesson students to reserve their current time slot, a deposit of 25% of the private lesson tuition and the registration fee is due by June 30. (Without a deposit, your slot will not be held.)
3. Fall semester balance must be paid by September 1st, or you may request the payment plan (for a fee of \$15 per semester).
4. Overdue accounts (after September 1) will be subject to a \$40 late fee.

PAYMENT OPTIONS

1. A deposit by June 30 with fall semester balance due by Sept. 1st
2. Payment Plan (\$15 fee per semester; credit card and deposit required; see below):
Three payments will be automatically charged to your credit card for the semester.

Payment 1	25% Deposit	Due June 30
Payment 2	50 % balance	October 1
Payment 3	Remaining balance	November 5

PRIVATE LESSONS TUITION

	16 Weeks if paid in full	25% Deposit due June 30
30 min.	\$624*	\$156*
45 min.	\$896*	\$224*
60 min.	\$1120*	\$280*

*Plus registration fee and \$15 semester payment plan fee if applicable. Please see other side for the automatic credit card payment plan.

FAMILY DISCOUNTS: If there are 3 or more full semester private lesson enrollments in one family, a discount of \$20 per semester private lesson tuition is given.

FINANCIAL AID

Financial Aid is available for lessons, classes, and ensembles through the generosity of the community. Guidelines for aid are established by the Scholarship Committee of the Board of Board of Directors. Please contact CCM directly for more information. The School does not discriminate on the basis of race, color, creed, or national origin.

OTHER TUITION

Please refer to the catalog or web site for Group Class, Repertoire, and Ensemble tuition. Group class tuition cannot be prorated.

REGISTRATION FEE

- Annual registration fee: \$35/individual, \$45/family for the 2009-10, fall, winter, spring school year.
- The registration fee is non-refundable, unless the class is cancelled by CCM.