

**SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
FALL 2024**

PRIVATE LESSONS

Full Semester Prices – Includes 13 weeks, one lesson per week.

Instructor Level	30-minute lessons	45-minute lessons	60-minute lessons
Student	\$310	\$465	\$620
Professional	\$350	\$525	\$700
PhD, Director	\$385	\$577.50	\$770
Faculty	\$430	\$645	\$860

PRIVATE LESSON SCHEDULE

Week of:	Lesson #
September 2	1 Labor Day- make up
September 9	2
September 16	3
September 23	4
September 30	5
October 7	6 Fall Break-make up
October 14	7
October 21	8
October 28	9
November 4	10
November 11	11
November 18	12
November 25	Thanksgiving Break No make up
December 2	13

HOLIDAYS

September 2nd - Labor Day (make-up provided)
October 10th & 11th (make-up provided)
November 25th - 29th (no make-up)

RECITALS

December 9th, 10th and 11th at 6 p.m. in the Recital Hall (room 202A)

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REGISTRATION AND TUITION POLICY

REGISTRATION OPTIONS

- Use the "FALL 2024 online registration" link on our website to submit your registration form online
- Scroll down for a printable registration form.

Mail your completed registration form to:

Southeastern Community Music School
SLU 10817
Department of Music and Dramatic Arts
Hammond, LA 70402

Or bring your form to one of the following:

Department of Fine and Performing Arts
Main Office

Community Music School Office
Pottle Music Building Annex
Room A253

Please make check payable to:

SOUTHEASTERN LOUISIANA UNIVERSITY

If you have more than one family member studying at the CMS, be sure there is a registration form for EACH student. Registration forms must be filled out each semester.

ONCE YOUR FORM HAS BEEN RECEIVED

If you are a returning student, you will be contacted by your instructor for scheduling.

If you are a new student, you will be assigned an instructor who will contact you for scheduling a few days prior to the beginning of the semester.

TUITION POLICY

There are two (2) payment options for CMS tuition.

- 1) Full payment on or before the first lesson
- 2) Half payment due on or before the first lesson - **balance due by October 13.**
\$10 late fee will apply to tuition payments postmarked after October 14.
- 3) Recital fee (if performing at the recital) due November 27.

Payments by check may be mailed to CMS 10817, Hammond, LA 70402, or delivered in person to the CMS office. If you wish to pay via credit card, you may do so by calling our office (985 549 5502).

NOTE: If you begin lessons after the first week, your tuition will be pro-rated to reflect the actual number of scheduled lessons, however a \$20 late registration fee will still apply. In addition, no refunds are given for CMS tuition, though tuition can be credited towards the following semester under certain circumstances.

CONTACT INFORMATION

Office location: Pottle Annex A253
Office hours: Mon-Fri 9:00 a.m.-5:00 p.m.
Phone: 985-549-5502
Email: CMS@selu.edu
CMS Director: Jivka Duke

**COMMUNITY MUSIC SCHOOL
FALL 2024 REGISTRATION FORM**
(One form per student)

Student name _____ Parent name _____
 Age _____ Phone (home) _____
 School _____ Phone (work) _____
 Instrument _____ Phone (cell) _____
 Instrument _____ Email address _____
 Address _____ City _____ Zip _____

Preferred Instructor (if applicable) _____ 30 min _____ 60 min _____
 Preferred Instructor (if applicable) _____ 30 min _____ 60 min _____

Location (please circle) **SLU Campus** **NTCC Lacombe** **Livingston**

Delivery (please circle) **In Person** **Online** **Combination**

A minimum of 1/2 the balance due will need to be received on or before the first lesson.
 Any remaining balance will be due **October 13**.

\$10 late fee will apply to tuition payments postmarked after October 14

Recital performance (optional) \$10 (to be paid by December 2)

CMS STUDENTS UNDER 18

List all persons responsible for picking up the student after lessons.

Does the student have permission to leave the SLU Music Building? _____ For what reason(s)? _____

Absence Policy: I agree to give my instructor at least a 3 hour notice for a cancellation. If not, the instructor is not obligated to offer a make-up lesson. _____ (Initial)

Payment Policy: I understand that any debt owed to the Community Music School as a result of a failure to make required payments and/or failure to respond to demands for payment made by CMS may result in such debts being transferred to the State of Louisiana Attorney General's Office, or other outside collection agency, for collection. Upon transmittal for collection, the student/parent guardian is responsible for collection/attorney's fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs _____ (Initial)

Termination Policy: In the event of discontinuing lessons with CMS prior to the end of the semester, I agree to give the CMS office four weeks' notice, or to pay the equivalent of four lessons counted from the date of my notice. _____ (Initial)

Photo/Video Release: I hereby consent to the use of photographs/videos of my child/dependent/self, and/or any copies of this photograph/video in any editorial and/or promotional material produced and/or published by Southeastern Louisiana University. This includes usage in commercial advertising and the Internet. I understand that signing this release does not guarantee use of the photos/videos. _____ (Initial)

***** Office Use Only *****

Date Received _____ Lesson/Time _____
 Misc. Discounts/Scholarships _____ Total Tuition _____
 Payment _____ Date _____ Check#/Cash _____ Balance _____
 Payment _____ Date _____ Check#/Cash _____ Balance _____