Community Music School | Gordon College

General Policies and Information

School Operating Hours
All administrative functions (including registration, payment, and scheduling): M-F, 9AM-4PM.
Lessons at the Community Music School (CMS): Wednesday and Thursday evenings, 4:30-8:00PM.

Tuition and Fees
Full Semester (13 lessons)
   60-minute lessons $520.00
   30-minute lessons $260.00
Registration Fee (per year) $ 25.00 maximum of $50/family per year
Administrative Fee – Pay Plan II $  5.00 note – this fee does not apply to Pay Plan I

Payment Plans
Registration obligates the student to pay tuition for the entire semester, regardless of pay plan.
Pay Plan I Payment in full is due before the first lesson.
Pay Plan II One half of tuition and all applicable fees due before the first lesson.
               Remaining payment due no later than October 20 for fall semester.

Payment
Payment may be made in cash, check, or major credit cards (VISA/MC). A fee will be applied to any returned checks. Incomplete payment will result in the suspension of lessons. Please contact the CMS office with any related concerns.

Registration
The academic year is divided into two semesters, 13 weekly lessons per semester. Registration enrolls a student for the entire semester. Instruction is not offered on a week-by-week basis, but new students may be accepted mid-semester as space is available.

New students to the Community Music School (CMS) may request a specific instructor if one is known. If no instructor is requested, the student will be matched with an appropriate instructor based on experience level and availability. Returning students will be placed with their former instructor unless a change is requested by the student upon registration.

Scheduling
Once all registration forms and fees have been received, students will be contacted to confirm a final lesson day and time. When the student and instructor agree to a lesson time, they are committing to the day and time for the entirety of the semester.

Withdrawal and Refunds
Withdrawal from lessons is permitted within the first three weeks of each semester. A written request for withdrawal and tuition refund must be received by CMS on or before the third lesson. Communicating intent to withdraw only with the instructor or simply not attending lessons will not guarantee a refund or invalidate the students’ obligation to pay for the entire semester. There are no requests for withdrawal and/or tuition refund accepted past the third week of the semester. Administrative and Registration fees are non-refundable.

If a student misses two or more consecutive lessons without contacting CMS, it will be assumed that he/she has dropped. The student is still responsible for full semester tuition, but will not be allowed to resume lessons without first contacting CMS at least 48 hours in advance of the next scheduled lesson time. Dropped students’ lesson times may be reassigned at the discretion of CMS.

Late Registration
Students wishing to register after the start of the semester will be placed with instructors as schedule and instructor availability allow. Students may be placed on a wait-list for the semester if an instructor cannot be found immediately. Tuition will be prorated for the number of lessons remaining in the semester, and is due in full before the first lesson.

**Calendar and School Cancellation**
The CMS implicitly follows the academic calendar of Gordon College, and does not therefore adhere to any local public or private school calendars, cancellations or vacations. Any weather-related cancellation will be clearly communicated via local media and email notification. When Gordon College is closed for any reason (weather, holiday, or other), CMS is closed. Lessons missed due to CMS closing will be made up in accordance with missed lesson policies.

**Missed Lesson Policy**
Regular attendance is expected. Refunds are not given for missed lessons under any circumstance. Students are charged for all lessons for which they register, including those missed due to student absence. Student absences may be rescheduled at the discretion of the instructor. All instructor absences or cancellations by CMS due to professional obligations, illness, weather, or emergencies will be rescheduled at a mutually convenient time. Rescheduled lessons are arranged between the student and instructor, not through the CMS office. If a student misses a make-up lesson, the lesson is forfeit and will not be rescheduled.

**Miscellaneous**
- **Absolutely no food or drink is allowed in studios.** Smoking is not permitted on campus.
- Students should be dropped off/picked up within 30 minutes of their lesson time. For their own safety and to provide for efficient lesson changeovers, students should remain in the lobby of the Phillips Music Center before and after their lesson.
- The office phone is for emergency use only.
- Students and siblings should be on their best behavior while at CMS. Students are expected to treat each other, parents, instructors, and staff with respect. Parents, please do not allow your children to run, yell, or cause disruption in the halls, restrooms, or other parts of the building.
- Please do not hesitate to ask questions or express concerns you may have. The staff and instructors are here to serve you – we’re always happy to help in any way possible.

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