

POLICIES AND PROCEDURES 2011-2012

Private Lessons *(all others see below)*

Registration: Students enroll for the school year. A \$125 deposit is due with the registration form. Payment in full is due on the published date or the Tuition Payment Program must be used. **The summer session registration occurs separately in the spring.**

Scheduling: Lesson times are scheduled at the mutual convenience of the student and teacher, are permanent for the year. Tuition includes 32 private lessons, 2 workshop or performance opportunities, MCMS recital accompanist, and a variety of MCMS workshops, guest performances and master-classes. **Students will be allowed two make-up lessons, when the school is notified by 10:00 am on the morning of the cancelled lesson, (one for students beginning after the 17th week). Additional student absences in the term will not be rescheduled.** All lessons missed by the teacher or due to school closing will be made up. Rescheduling is arranged between the student and the teacher. The office staff does not schedule make-up lessons or rearrange the individual teacher schedules from week to week.

Refunds: Students may withdraw from their lesson without penalty **during drop periods only.** The drop periods are up to and including the first two weeks after they begin lessons and/or January 16, 2012 – January 27, 2012. Students will receive a full refund of any remaining tuition, which has already been paid. **Students are responsible for tuition up to the drop period.** Decisions to withdraw and requests for a refund must be submitted directly to the Registrar in writing or via e-mail.

A “**Leave of Absence**” policy is in place for extenuating circumstances (health or family situations only) that fall outside of the drop period. Contact the Registrar regarding details of the policy and to discuss your situation.

Group Classes/Large Ensembles *(private lessons see above)*

Registration: NHYE register once in September for the school year, (September – May). All other group classes and ensembles will register for fall, winter, spring or summer sessions separately.

Tuition is payable in full prior to the start of classes each session.

Scheduling: *There are no make-ups for group classes or ensembles except for teacher or school cancellation.*

Refunds: Tuition for group classes or ensembles is not refundable.

All Students

Registration Fee: The non-refundable registration fee of \$25 per student is payable annually, (Sept.-Aug.). Summer 2012 *new students* have a non-refundable registration fee of \$15. There is a \$50 maximum registration fee per family, per year.

Scholarships and Financial Aid: The Manchester Community Music School maintains an active financial assistance program. Eligibility is based on merit and financial need. Financial aid forms are available in the office.

Cancellations: The Manchester Community Music School reserves the right to cancel any class not meeting minimum class enrollments. Should the School cancel a class, you will be notified and a full refund will be made.

Inclement Weather: In the event of a weather emergency and Manchester Public Schools are closed or have a delay, the Music School **will cancel morning classes only.** Decisions are made throughout the day regarding other classes and lessons. Please call the office if you are uncertain. There will be a message on the machine if there is no one in the office. There will also be an announcement on the web site and on WMUR.

MCMS reserves the right to dismiss any student for destruction of property or failure to cooperate with a representative of the School. MCMS is not responsible for students outside of their lessons and a parent or guardian must supervise their children when they are not in a lesson or class.

Location: The School is located at 2291 Elm St. in Manchester. Parking is available in the Trenton Street parking lot, and on surrounding side streets. Please pay attention to all “No Parking” signs.

Questions? Call us 644-4548, or come by the office!

2291 Elm St., Manchester, NH 03104

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Barbara Scott, *Director of Music Therapy*

Kam Damtoft, Barbara Normandin, Donna Lombardo and

Sam Friedman Cowan, *Reception Staff*